Sindh Prisons and Corrections Services Rules, 2019.

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PART-I

NOTIFICATIONS BY THE GOVERNMENT OF SINDH

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GOVERNMENT OF SINDH
HOME DEPARTMENT

Karachi, dated the 31st March, 2020.

No. **HD/SO(PRS-1)/SP&CRS/2019:-** In exercise of the powers conferred by section 80 of the Sindh Prisons and Corrections Service Act, 2019, the Government of Sindh is pleased to make the following rules, namely :-

CHAPTER-I
PRELIMINARY

1. **Short title, extent and commencement. (1)** These rules may be called the Sindh Prisons and Corrections Services Rules, 2019.

(2) It extends to the whole of the Province of Sindh.

(3) It shall come into force at once.

2. **Definitions.**(1)In these and rules, unless the context otherwise requires -

(a) "Act" means the Sindh Prisons and Corrections Services Act 2019**(Sindh Act No.X of 2019)**;

(b) "central prison" means any prison in which sentenced prisoners are received irrespective of their length of sentence for the purpose of undergoing their sentences by transfer from any other prison and in which such prisoners are not, when committed to prison.

(c) "competent authority" means the authority exercising various powers under the Act, these rules and regulationsor by virtue of delegation or authorization made in this behalf;

(d) "Directorate" means the Directorate of Corrections and Welfare of the Prisoners;

(e) "District Prison" means any prison to which prisoners from one or more districts are in the first instance, ordinarily committed, and includes every prison other than a central prison or a special prison as defined in this rule;

(f) "Duty officer" means Junior Prison Officer who performs his duties in the Management or Security Wing under these rules;

(g) "employee" includes Senior and Junior employee other than Prison Officers under Schedule-II;

(h) "heinous offence" means an offence which is serious, gruesome, brutal, sensational in character or shocking to public morality and is punishable under Pakistan Penal Code or any other law, for the time being in force, with death or imprisonment for life or imprisonment for more then seven years with or without fine;

(i) "High Security Prisons" means a maximum security prison established for the purpose under Chapter-III;

(j) "In-charge Custody" means any Junior Prison Officer of whatever rank who shall be in charge of respective place of confinement or during escort or movement of prisoners for any reason;

(k) "Judicial Lockups" means lockups (Bakshi khana) provided at each and every court complex wherein prisoners shall be brought from any prison and detained until Presiding Officer of the court examine that prisoners in connection with judicial proceedings;

(l) "Management Wing" means a wing consist of Junior Prison officer from Prison Constable to Sub-Inspector for inside management of any prison;

(m) "Officer" means every officer of the Service which includes Prison Officers and employees;

(n) "prisoner" means a person committed either in criminal or civil proceeding, remanded or under a sentence of imprisonment imposed by a court or authority or detained under any law for time being in force;

(o) "Prison Officer" shall have the same meaning as assigned to it under the Act and is classified as Senior and Junior Prison Officer under Schedule-II;

(p) "restraints" means mechanical, electronic or plastic or nylon restraint used for prisoner for safe custody;

(q) "Schedule" means Schedule appended to these rules;

(r) "special prison" means any prison provided for the confinement of a particular class or classes of prisoners which includes Prisons for Women and Juvenile Prisoners, and classed as special prison by Government;

(s) "Sub-Jail" means Prisons which shall be subsidiary part of any District Prison or Central Prison or Special Prison other than Judicial Lockups declared by the Government for temporary confinement of any class or classes of Prisoners at any place for any particular purpose where security shall be the sole responsibility of District Police but managed by Prison Officers so appointed;

(t) "section" means a section of the Act;

(u) "Security Wing" means a wing consist of Junior Prison Officer from Prison Constable to Sub Inspector for Security purpose.

(2) The words and expressions used but not defined in these rules shall have the same meanings as assigned to them in the Act.

CHAPTER-II
CLASSIFICATION AND ESTABLISHMENT OF PRISONS AND CORRECTIONAL FACILITIES

3. **Prisons and Correctional Facility Classification.** (1) Prisons shall be classified as maximum, medium and minimum security prisons and be categorized as below:-

(a) maximum security prisons shall consist of one or more High Security Prisons throughout the Province as may be considered necessary by Government;

(b) medium security prison shall consist of Central Prison and District Prison in every Division and District respectively;

(c) minimum security prisons shall consist of Juvenile or Women Prisons in every Division or District of the Province; provided that the Special Prisons, Sub-Jails or Judicial Lock Ups shall be treated as Minimum Security Prisons.

(2) Notwithstanding to the foregoing, Government on the recommendations of the Inspector General may classify any security level to any category of Prison.

4. **Special Prisons.** Government may, from time to time, declare any prison to be a Special Prison, by notification.

5. **Central Prison as District Prison.**(1) Government may declare any Central Prison for all or any other purpose as District Prison for any specified period subject to segregation of Prisoners.

CHAPTER-III
HIGH SECURITY PRISON

6. **Establishment of High Security Prison.** There shall be one or more Prison(s) to be declared as the High Security Prisons for the confinement of sentenced or un-sentenced prisoners who are threats to national security, having consistently bad record and character or influence from inside or outside, continuous threats to good order and discipline of any Prison as the case may be.

7. **Construction and administration of High Security Prison.** Subject to section 39, the High Security Prison(s) shall be constructed and administered in the manner to ensure general living condition, treatment in accordance with section 2 and 3 of the Act.

8. **Assessment, Classification and Management of High-Risk Prisoners.** (1) Before admission into the High Security Prison, the Inspector General, in consultation with concerned Deputy Inspector General and Officer in-charge of the dispatching and High Security Prison shall cause to undertake individual risk and needs assessment in a form prescribed under the regulations.

(2) The risk assessment shall be based on the escape risk of prisoners which poses to the public, good order and discipline of the prison and constant risk in dispatching prison or the High Security Prison.

9. **Assessment on admission to high security prison.** (1) As soon the prisoners are admittec to the high security prison, the reception committee shall cause to keep prisoners in the prison at appropriate place inside prison after undertaking assessment in the same manner including medical needs if any as prescribed in preceding rule.

(2) The High Security Prisoners risk assessment shall be revised at regular interval by reception committee and those who are temporarily transferred to High Security Prisons may be transferred to Medium or Minimum Security Prisons.

10. **Prisoner to be kept in a separate cell on available capacity of Cell.** (1) Subject to the available capacity of cells and the instructions of the Officer Incharge, the high security prisoner shall be kept in single cell. There shall however be not more than three prisoners at a time in a cell.

(2) There shall be different separate cells constructed or maintained in each medium or minimum-security prison to ensure high security prisoners' confinement when the high security prisoner is transferred from High Security Prison to any medium or minimum-security Prison for any purpose; provided that provisions of rules made under this chapter shall be applicable to those prisoners whenever they are confined in such prisons.

11. **Prison Staff.** (1) All the officers and staff of high security prisons shall be carefully selected for their integrity, humanity, professional capacity and personal suitability.

(2) A Senior Superintendent of Prison shall be posted as Officer In-charge of High Security Prison.

(3) The conditions of service including financial incentives, living conditions, amenities of staff and their families of High Security Prisons shall be made more advantageous than to those as allowed to the usual prison officers and staff.

(4) There shall be in-service training programs at regular intervals to enable the officers to dispense with diverse challenges while working in High Security Prisons. Steps shall also be taken for better environment of high security prison as to prevent the staff boredom, stress, manipulation, intimidation and conditioning.

(5) On the recommendation of Deputy Inspector General and Officer In-charge, the Inspector General shall ensure the strength of officers and staff keeping in view the category and number of prisoners, layout of Prison, the condition of physical fabric of Prison and the availability and functioning of transport & technical equipment.

12. **Security and Order of the Prison.** The Officer In-charge shall ensure sufficient mechanism of physical security, procedural security and dynamic security is working properly.

Explanation.- In this rule -

(a) "physical security" means Physical barrier or fence or physical form of hindrance which deter and prevent the escape;

(b) "procedural security" means robust system of security procedure is established and applied in constant manner; and

(c) "dynamic security" means Staff shall be encouraged to build effective professional relationships with prisoner.

13. **Effective monitoring and risk management of prisons.** (1) The prisoners shall be correctly held and accounted for through their custody. Access to and movement within the prisons and items which may present a risk to security shall be effectively monitored and managed.

(2) Searches and shake down exercises shall be undertaken to avoid threats to prison, prisoners or society.

(3) The Officer In-charge shall cause to place an intelligence system in place to enable security and related information to be gathered and evaluated by the Officer In-charge and shall pass information to Inspector General for necessary action to prevent any untoward incident.

(4) A local security strategy in consultation with all stakeholders shall be established in High Security Prison in view of Local Risk Analysis, Local Physical and Procedural Security, Categories of Prisoners, Staff, Equipment and resources.

14. **Periodical inspection of High Security Prison.** There shall be conducted periodical inspection of the High security Prison by the Deputy Inspector General once in every three months and Inspector General shall once in a year to make security audit in the manner as devised by Inspector General.

15. **Assistance and cooperation.** The relevant authorities shall extend necessary assistance and co operation to the Officer In-charge in smooth operation of High Security Prison as and when required.

16. **Bar on authorized absence.** No high security prisoner shall be granted authorized absence except on medical grounds.

17. **Application of general rules of prisoners.** The rules regulating the matters of accommodation, transfer and removal of prisoners, treatment, separation of prisoners, diet, clothing and bedding, exercise, receiving visit, health care, breach of discipline and offences, shall mutatis mutandis apply to High Security Prisoners.

18. **Privileges to high security prisoners.** The high security prisoners shall be entitled to such privileges subject to security and discipline of the prison.

19. **Well-being of high security prisoners.** The rehabilitation and permission to work for the high security prisoners shall be subject to risk assessment.

CHAPTER-IV
POLICY, PLANNING, OVERSIGHT
(A) PRISON POLICY BOARD

20. **Tenure of Non-*official* Members of the Prison Policy Board.**(1) Non-official Members appointed or nominated by the Competent Authority under section 6, shall hold office for a period of two years and shall be eligible for re-appointment or re-nomination for one more term unless the Competent Authority otherwise directs.

(2) The Policy Board may associate such other experts, as it may consider necessary.

(3) A Member other than ex-officio Member may resign his office in writing addressed to the Policy Board and thereupon he shall cease to hold office.

(4) A Member other than ex-officio Member, shall cease to hold office if he does not attend three consecutive meetings of the Policy Board without any valid reason.

(5) Where a person is appointed to be a member by virtue of holding an office, he shall cease to be such member when he ceases to hold that office.

(6) No act or proceeding of the Prison Policy Board shall be invalid merely on the ground of existence of any vacancy or any defect in the constitution of the Board.

21. **Budget and Audits of Policy Board.** (1) Government shall provide the Prison Policy Board with its own budget to ensure mobilization and implementation of its mandate.

(2) Annual accounts of the Prison Policy Board shall be audited annually by the Auditor General of Pakistan.

22. **Meetings of Policy Board.** (1) There shall be held ordinary meetings and special meetings.

(2) An ordinary meeting shall be held as often as may be necessary but at least once in every 120 days and fifty percent membership shall constitute a quorum.

(3) A special meeting shall be convened by the Chairperson on his own motion or on receipt of requisition in writing by atleast four members.

(4) The Secretary under the instructions of the Chairperson or the Chairperson on the recommendations of the Secretary of the Board shall convene meetings at such date and time as fixed by the Chairperson.

(5) A special meeting shall have priority over an ordinary meeting.

(6) The meetings shall be presided over by the Chairperson or in his absence such Member as may be authorized by the Chairperson.

23. **Factors to assess and evaluate infrastructural and resource needs.** (1) The Prison Policy Board, hereinafter referred to in this rule "the Board" shall assess and evaluate the infrastructural and resource needs of prisons based on the following factors:-

(i) National or regionally accepted accreditation standards for the size and condition of prison barracks and cells;

(ii) existing capacity of prisons compared to actual occupancy;

(iii) ratio of prison staff to prisoner numbers

(iv) effective classification and separation of prisoners;

(v) safety and security of staff and prisoners;

(vi) prisoners rehabilitation, including the need for physical space and offices to accommodate staff and prisoners involved in rehabilitation work, education facilities, and Vocational Training Centers in prisons;

(vii) physical and mental health services available to prisoners;

(viii) any other factors that the Prison Policy Board sees fit.

(2) The Board shall suggest innovation through use of information technology including but not limited to the development and deployment of -

(i) Prison Information Management System (PIMS) to centralize prisoner information across the province;

(ii) biometrics access systems for all prisons;

(iii) staff activity management system to automate and streamline workflows and to track administrative tasks, maintenance, prison equipment, supplies accounting, and other activities;

(iv) telemedicine system that allows prisoners to receive virtual visits by medical specialists and mental health experts;

(v) IT-based computer classes that help prisoners improve their computer and digital literacy skills, as well as online educational and vocational courses that better prepare prisoners to reintegrate into society upon their release; and

(vi) any other means and methods that Prison Policy Board considers fit.

(3)The Board shall develop a rehabilitation framework and policy to ensure -

(I) effective, consistent and system-wide programs that take into account assessment, planning, intervention and review;

(II) case management of prisoners that is holistic, structured, and utilize multidisciplinary approach to encourages positive behavioral change and promotes accountability;

(III) interventions are structured, evidence-based, and aligned with the risk of reoffending and community safety;

(iv) rehabilitation programs and services are responsive to the particular needs of vulnerable prisoners;

(v) Programs are matched to prisoners' educational level and learning needs, and aligned with vocational training which assists them to gain employment post-release; and

(vi) that prisoners actively participate in developing case plans, accessing aligned services and participating in programs specific to their risk of reoffending and individual needs.

(4)The Board shall design post-release plans for reintegration of prisoners and designate the focus areas of such post-release plans, and these shall be developed and implemented with relevant government departments, civil society organizations, and non-governmental organizations;

(5)The Board shall review and approve the recommendations made by the Prison Management Board;

(6)The Board shall advise Government on policy matters relating to the management, development and administration of the prison and all staff.

(7)The Board shall support, as far as practicable, the families affected by the imprisonment of a bread-earner through the mechanism as designated by Directorate under these rules.

24. **Liaison with Government Department and national as well as International donor organizations and Non-Governmental entities.** The Prison Policy Board may interact with and seek proposals from the Inspector General, the Directorate of Corrections, Rehabilitation and Welfare, the Committee on the Welfare of Prisoners, all relevant government departments, national as well as international organizations, civil society organizations, and non-governmental entities as necessary to achieve its objectives.

(B) The Prison Management Board

25. **Tenure of Non-*ex officio* Members.** The Members other than ex-officio members shall hold office for a period of two years, which shall be extendable for further one more term unless the competent authority otherwise directs.

(2) The Prison Management Board may associate such other experts, as it may consider necessary.

(3) A Member other than ex-officio Member may resign his office in writing addressed to the Prison Management Board and thereupon he shall cease to hold office.

(4) A Member other than ex-officio Member, shall cease to hold office if he does not attend three consecutive meetings of the Policy Board without any valid reason.

(5) When a person is appointed to be a member by virtue of holding an office, he shall cease to be such member when he ceases to hold that office.

(6) No act or proceeding of the Prison Management Board shall be invalid merely on the ground of existence of any vacancy, or any defect, in the constitution of the Board.

26. **Budget and Audits of the Prison Management Board.** (1) Government shall provide the Prison Management Board with its own budget to ensure mobilization and implementation of its mandate.

(2) Annual accounts of the Prison Management Board shall be audited annually by the Auditor General of Pakistan.

27. **Meetings.** (1) There shall be held ordinary meetings and special meetings.

(2) An ordinary meeting shall be held as often as may be necessary but at least once in every sixty (60) days and fifty percent membership shall constitute a quorum.

(3) A special meeting shall be convened by the Chairperson on his own motion or on receipt of requisition in writing by atleast four members.

(4) The Secretary under the instructions of the Chairperson or the Chairperson on the recommendations of the Secretary of the Board shall convene meetings on such date and time as fixed by the Chairperson.

(5) A special meeting shall have priority over an ordinary meeting.

(6) The meetings shall be presided over by the Chairperson or in his absence such Member as may be authorized by the Chairperson.

(7) The business of meeting shall be to –

(i) determine the annual plan and goals of the Prison Management Board;

(ii) draw up concrete plans as to achieve the aims and objectives;

(iii) assign responsibilities and duties to specific members regarding the implementation of any and all plans;

(iv) monitor its own progress in achieving its aims and objectives;

(v) prepare specific budget proposals for annual activities and to submit the same for approval of the Prison Policy Board;

(vi) any and all other matters of business deemed necessary by the Prison Management Board.

(2) All decision of the Prison Management Board shall be taken by a majority of votes, and in case of equality, the Inspector General shall have casting vote.

(3) The Assistant Inspector General shall be the secretary of the Prison Management Board.

28. **Annual Plan and Report.** (1) The Prison Management Board shall prepare, for each fiscal year, an Annual Plan for its vision and activities signed by the Inspector General and submit it to Government through Prison Policy Board.

(2) An Annual Reflective Report shall be prepared and submitted to the concerned quarter to assess and determine activities undertaken and compliance with the Annual Plan within two months of completion of each financial year. This report must be signed by the Inspector General and must take into account by any and all inter-cepartmental activities carried out in furtherance of the Prison Management Board directives. The annual reflective report must include the following:-

(i) an assessment of any and all programs, plans, and activities undertaken in the fiscal year, and which parties was responsible for implementation of such activity;

(ii) analysis of the success and failure of such programs, plans, and activities;

(iii) challenges previously unforeseen and be addressed for the next fiscal year;

(iv) recommendations for additional programs, plans, and activities needed for the next fiscal year; and

(v) any and all other matters of business the Prison Management Board sees fit to address or be assigned by the Prison Policy Board.

29. **Administrative fiscal and operational Mandate of the Prison Management Board.** The Prison Management Board shall exercise administrative, fiscal, and operational powers to carry out its business which shall as follows:-

(1) recommend decorations to Prison Officers;

(2) assess the security needs including machinery, equipment, furniture and fixture, transport, logistic and strength of staff viz-a-viz the prison population for all or any particular prison;

(3) suggest programs for rehabilitation and reintegration of prisoners so as to enhance their ability to resettle among their communities. Such programs may -

(i) be geared towards obtaining skills and capacity needed to earn a living and support a family;

(ii) take into account the labour market and the skills and education needed to improve the likelihood of success when prisoners are released back into society;

(4) suggest strategic framework and plans for the development of the prison administration to provide direction and guidance in mitigating risks to the safety of staff and other persons; maintaining the security and good order of the prison system; and ensuring that prisoners are treated humanely and their individual needs are met. All such strategic framework and plans must be further sub-categorized into the following distinct areas:-

(i) Safety and Security:

(a) evaluating aspects of physical security including the architecture of prison buildings, walls, bars, windows, doors, and accommodation units;

(b) assessing the security and safety of perimeter wall and fences, watchtowers and any physical security measures;

(c) ensuring the existence of robust procedures and methods to prevent escape and to maintain good order, including searching physical spaces and individuals;

(d) ensuring procedures for regularly searching all places where prisoners live, work or congregate;

(e) reviewing and evaluating risk assessment criteria, discipline and punishment procedures, as and when necessary.

(ii) Prisoner Management:

(a) ensuring that accommodation for prisoners meets basic standards for hygiene and cleanliness, sanitation, heating, alternate cooling by means of provision of air-conditioner, lighting and ventilation;

(b) ensuring unrestricted access to toilet facilities and clean water;

(c) providing prisoners with sufficient food and drink to ensure that they do not suffer from hunger or illness associated with undernourishment;

(d) determining the maximum capacity of each place of confinement according to international standards related to living conditions;

(e) physical and mental health of prisoners upon admission and throughout their period of incarceration;

(f) making arrangements for prisoners to being aware of the regulations of the prison;

(g) any and all other topics related to prisoner management that the Prison Management Board sees fit to address.

(iii) Prison Staff Needs:

(a) ensuring that the conditions of employment for prison staff are professional and dignified so as to attract qualified and professional employees;

(b) maintaining staff facilities and operational spaces and improve them where necessary;

(c) providing prison staff with training prior to their assignment of duties and regularly during the course of employment to enable them to perform their duties in accordance with relevant laws, rules, regulations and policies;

(d) ensuring that prison staff requiring on-site accommodation is provided with clean, hygienic, and safe structures which are accessible to allow staff to reach at work with ease, or respond quickly to an escalating incident in the prison;

(e) any and all other topics related to staff needs that the Prison Management Board sees fit to address.

(5) advise the Prison Policy Board on matters relating to the management, development, and prison administration;

(6) suggest rules, regulations or SOPs for the staff and Prison Officers on all aspects of prison administration and management, which should include but are not limited to -

(i) rights and duties of prison staff in the exercise of their functions, including respecting the human dignity of all prisoners and the prohibition of certain conduct, in particular torture and other cruel, inhuman or degrading treatment or punishment;

(ii) take into consideration the relevant provincial legislation, regulations, and policies, as well as

applicable international instruments regarding prison administration and functions;

(iii) ongoing, industry specific training to support effective and consistent service delivery;

(iv) criteria for performance assessments;

(v) security and safety, the concept of dynamic security which may include the use of force and instruments of restraint, and the management of violent prisoners, with due consideration of preventive and defusing techniques, such as negotiation and mediation;

(vi) First-aid, the psychosocial needs of prisoners and the corresponding dynamics in prison settings, as well as social care and assistance, including early detection of mental health issues; and

(7) respond to any matter referred to it by the Government or Court;

(8) suggest and revisit minimum service delivery standards from time to time;

(9) lay criteria for improving the delivery of the services by suggesting to the Prison Administration;

(10) seek help and guidance from professionals concerned for completion of their tasks and responsibilities; and

(11) recommend prisoners for Authorized Absence or early release under relevant law for the time being in force.

30. **Liaison with Government Department and national as well as International donor organizations and Non-Governmental entities.** The Prison Management Board may coordinate and interact with or seek proposals from Service, the Directorate of Corrections, Rehabilitation, and Welfare, the Committee on the Welfare of Prisoners, all relevant government departments, national as well as international organizations, civil society organizations, and non-governmental entities as necessary to achieve its objectives.

(c) Prison Oversight Committees

31. **Establishment of Prison Oversight Committees.** (1) The Prison Oversight Committee described under section 12(2) shall comprise the persons relating to the following field:-

a. Prisoner rehabilitation and reintegration;
b. Health;
c. Drug rehabilitation;
d. Education;
e. Psychosocial services;
f. Employment and vocational services
g. Law,
h. Public administration.

(2) The Administrative Department shall appoint, on each Committee, one of persons mentioned in sub-rule (1) as the designated Convener of the Committee.

(3) The members of the Committee shall have understanding of the objectives and principles of prison management and governance including the knowledge of relevant laws and rules and all aspects of prison functioning, management, and prisoner rehabilitation and reintegration.

(4) The Members of the Committee shall serve in their personal capacity and shall not be represented by an alternate attendee.

32. **Term of the Committee.** The members of the Committee shall serve for a period of one year and shall be eligible for re-appointment or re-nomination for further term as the Administrative Department may determine.

33. **Duties and Functions of the Committee.** Subject to the purpose described under sub-section (2) of section 12, the Committee shall have powers and duties -

(i) to evaluate service delivery in terms of key performance indicators and targets contained in the Prison Policy Board and Prison Management Board, annual reports, with a special emphasis on rehabilitative plans and activities;

(ii) to recommend partnership with other organizations to enhance the prison management service ability to carry out rehabilitation and reintegration of prisoners;

(iii) to conduct quarterly joint visits, in the first week of every quarter, to all prisons, visit different barracks, and meet with prisoners to record their impressions, suggestions, and feedback about various aspects of their incarceration. For the purpose of visit, fifty percent of the members of Committee shall constitute quorum.

(iv) to forward any and all complaints by prisoners in writing to the Secretary of the Administrative Department for appropriate action as necessary; and

(v) to prepare quarterly and annual reports on its activities, conclusions, and recommendations which shall be signed by the Convener and submitted to the Administrative Department, the Prison Policy Board, and the Prison Management Board for appropriate action as necessary.

CHAPTER-V
INSPECTOR GENERAL, DEPUTY INSPECTOR GENERAL AND ASSISTANT INSPECTOR GENERAL

34. **Administration of the Service.** (1) The Inspector General, Deputy Inspector General and Assistant Inspector General shall be appointed under section 15 (1) and shall administer the affairs of the Service in the manner hereinafter appearing.

(2) The Inspector General shall initiate action necessary to be done in connection with performance of his duties not inconsistent with Act, these rules or regulations. The Regulations made under section 15(3) would be kept in serially numbered and kept in proper record for future reference.

(3) Every Department of Government shall extend cooperation in implementation of Regulations in order to ensure Security and Management of Prisons and Prisoners.

(4) There shall be a commandant for Training and Research Wing who shall be a Senior Prison Officer of the rank of Inspector General to be appointed as Commandant for Training and Research Wing.

(5) Government may in its discretion, appoint the commandant of the Training and Research wing as Inspector General of service vice versa.

(6) The Inspector General shall exercise all the financial powers as prescribed under Delegation of Financial Control & Financial Rules, 2019.

35. **The Deputy Inspector General.** (1) The Deputy Inspector General shall be posted at any of Prison Regions by competent authority as its head.

(2) The Inspector General may constitute as many as may be necessary Prison regions for the efficient management of service & Prisons.

Explanation.- For the purpose of this sub-rule, two or more Prisons shall constitute "Prison Regions".

(3) The Deputy Inspector General shall exercise the powers under Schedule-I appended to these rules or as delegated by his superior Authority in accordance with the Act and these rules or regulations.

(4) The Deputy Inspector General shall exercise all the financial powers as prescribed under Delegation of Financial Control and Financial Rules 2019.

(5) The Deputy Inspector General shall periodically visits Prison and ensure that all the rules, instructions or order are being duly complied with. He shall at least twice in year visit every Prison in his region and report to Inspector General regarding status of Prisons and Prisoners.

36. **The Assistant Inspector General.** (1) The Assistant Inspector General may also be appointed by competent authority to assist Inspector General in the discharge of his powers and duties.

(2) Assistant Inspector General shall exercise his powers under Schedule-I or under delegation by Inspector General

(3) Subject to control of Inspector General, Assistant Inspector General may conduct internal audit of the monthly expenditure of whatever description on or relating to Prisons.

(4) An officer of rank of Senior Superintendent shall be assigned the work or duties of an Assistant Inspector General.

(5) The Assistant Inspector General shall be the Chief Executive Officer in the office of Inspector General and all other officers and employees working there-at shall be subordinate to him.

(6) All official correspondence in the Prisons Inspectorate General office shall be routed through Assistant Inspector General or in case of his absence through an appropriate officer authorized by Inspector General.

(7) Subject to such delegation or approval of Inspector General, Assistant Inspector General shall issue orders or instructions or make correspondence with any officer or authority as and when necessary and make inspection to any prison.

37. **Power to certain temporary establishment.** (1) The Inspector General may from time to time in respect of any prison, entertain or sanction the entertainment of temporary establishment in accordance with the Delegation of Powers and Financial Rules 2019.

38. **Supply of articles to prisons and sale of manufactured articles and enter into contract.** Subject to the provisions of these rules, the Inspector General, Deputy Inspector General, Assistant Inspector General or Officer In charge may enter into contracts and such arrangements as may be necessary for the construction of works, supply of articles for use in prisons and for the sale of articles manufactured in prisons.

39. **Provision of funds, expenditure and accounts.** (1) Subject to the budget provision and allotment of funds to meet the expenditure of the service, the entire control over all expenditure on the maintenance of prisons and on all matters in any way relating to, or connected with, the administration of prisons, shall vest in the Inspector General.

(2) The Inspector General shall in all respects comply with the requirements, as to the submission of estimates, the expenditure of money, the management and audit of accounts and the like, of the Audit office and all the rules and orders of Government in the Finance Department. All expenditure incurred shall be regulated in accordance with the rules as laid down in the Delegation of Powers under the Financial Rules.

40. **Monthly audit of expenditure by Inspector General.** The Inspector General shall cause monthly bills of all expenditure, of whatever description, on or relating to prisons, to be sent regularly to him through Deputy Inspector General and shall cause to be duly audited under his directions and orders.

41. **Inspection of prisons.** (1) It shall be duty of -

(i) Inspector General as far as may be, personally to visit and inspect every prison at least once a year;
(ii) Deputy Inspector General to visit once in quarter,

to satisfy himself that the provisions of the Act, rules and regulations, directions and orders made or issued thereunder, applicable to such prisons are duly obeyed and enforced, and that the management of such prison is in all respect efficient and satisfactory.

(2) A note recording the result of each visit and inspection shall be sent to the Officer In-charge in duplicate who shall place a copy of it in the inspection minutes file and return the other copy with his remarks and explanations to the Inspector General or Deputy Inspector General as the case may be, within fifteen (15) days in case of informal visits and within one month in the case of formal inspections.

42. **Duties of the Inspector General & Deputy Inspector General at inspections.** In accordance with the provisions of the preceding rule, the Inspector General or Deputy Inspector General shall, at his inspection of each prison, ordinarily -

(a) see all parts of the prison including the workshops, store rooms, kitchen and hospital, noting their state of repair, sanitary condition and efficiency, the extent to which the structural arrangements permit of separation of the different classes of prisoners as required by the Act, rules or regulations made thereunder and whether these arrangements are availed of to the fullest extent;

(b) examine the prison garden and note its condition as to its capabilities to supply vegetables in sufficient quantities to all the prisoners and whether it has been successfully cultivated;

(c) note any defects in the water supply and conservancy arrangements, see that the sick are carefully attended to and that the food is of proper quality and quantity;

(d) see that accommodation is ample and there is no overcrowding;

(e) see every prisoner confined in the prison, noting any circumstances of importance requiring attention, such as the adoption of task to physique and capabilities, the condition and sufficiency of the clothing; the employment of restraints, the working of the remission system, the award of punishments and afford every prisoner a reasonable opportunity of making any request or complaint and investigate those relating to prison discipline;

(f) inspect the wings as to its efficiency, inspect the arms and accoutrements;

(g) satisfy himself that the watch and ward arrangements are satisfactory both by day and night;

(h) satisfy himself that proper arrangements are made for the safe custody of all records and that due regard is paid to all requirements of the law and rules; and

(i) record his opinion of the manner in which the prison is administered, the extent to which officers appear familiar with their duties, rules and regulations, together with any suggestions he may wish to make and any orders he may desire to issue to the Officer In-charge.

43. **A copy of minutes when to be submitted to Government.** A copy of any part of the inspection minute which deals with matters which should, in the opinion of the Inspector General be brought to the notice of Administrative Department shall be forwarded by him to Administrative Department.

44. **Annual reports and returns.** The Inspector General shall submit to Prison Policy Board an annual report on the administration of prisons, together with statistical and other statements, returns and information and in such form as the Prisons Policy Board may from time to time prescribe.

45. **Channel of communication.** The Inspector General shall be the channel of communication between the Government and all officers of the Service.

46. **A copy of minutes when to be submitted to Government.** A copy of any part of the inspection minute which deals with matters which shall, in the opinion of the Inspector General, be brought to the notice of Administrative Department, shall be forwarded by him to Administrative Department.

47. **Removal of prisoners.** (1) The Administrative Department, by general or special order, provide for the removal of any prisoner confined in a prison –

(a) under sentence of death; or
(b) under or in lieu of a sentence of imprisonment for maintaining good behavior to any prison in Pakistan.

(2) The Administrative Department and subject to its orders and control, the Inspector General may in like manner, transfer any prisoner confined in a prison to any other prison in the province.

48. **Inspection of Criminal lunatics by the Inspector General of Visitors.** (1) When any person is confined under the provisions of section 465 or section 471 of the Code of Criminal Procedure, 1898, the Inspector General, if such person is confined in a prison or the visitors of the mental hospital or any two of them, if he is confined in a mental hospital, may visit him in order to ascertain his state of mind and he shall be visited once at least in every six months by the Inspector General or by two such visitors. The Inspector General or visitors shall make a special report about the state of mind of the person to the authority under whose order he is confined.

(2) Government may empower the officer-in-charge of the prison in which such person may be confined to discharge all or any of the functions of the Inspector General under the above clause.

49. **Annual inspection of judicial lockups.** The Deputy Inspector General shall, in his range, at least once in a year, inspect all judicial lockups in order to see that the sanitary arrangements are satisfactory and all arrangements are proper. He shall bring to the notice of the Inspector General any defects which he may observe and shall review the general management of judicial lockups in his annual administration report.

CHAPTER-VI
OFFICER IN CHARGE

50. **Appointment of Officer In charge.** The Officer In charge shall be appointed in accordance with Section 17 of the Act and Civil Service Rules of the Province.

51. **Condition.** (1) Subject to rules, responsibility of Officer In charge shall be held by Superintendent Prison or Senior Superintendent Prison. Superintendent District or Special Prison shall be in BS-18 and Senior Superintendent Central Prison shall be in BS-19.

Provided that if such a situation arises where presence of senior and experienced officer is warranted for any medium security prison, the post shall be held by the Senior Superintendent on permanent basis, subject to the recommendations of the Inspector General.

52. **To reside in official quarters.** The Officer In charge shall reside in the official residence provided for them near the prison. They shall be entitled to rent free unfurnished quarters or rent in lieu thereof, if official residence is not available.

53. **Exercise of powers of Officer In charge.** All or any of the powers and duties conferred and prescribed by Act or rules or regulations on an officer in charge, may in his absence be exercised and performed by any other officer temporarily, whom the Inspector General or Deputy Inspector General may appoint in this behalf either by name or by his official designation.

54. **Powers and Duties of Officer In charge.** The Officer In charge shall perform such duties and exercise such powers as prescribed under the Act, rules or regulations.

55. **General duties of the Officer In-charge.** (1) The Officer Incharge shall discharge his duties subject to the control of the Inspector General and all orders passed by him, shall be subject to revision by the latter.

(2) It shall be the duty of every Officer Incharge to -

(a) provide for the maintenance, care, custody and control of all prisoners confined in the prison;

(b) maintain order and discipline amongst the prisoners and staff under his control;

(c) control all expenditure relating to the prison;

(d) enquire into and adjudicate upon all prison offences and breaches of discipline, and to punish those who are found guilty of committing any prison offence or breach of discipline; and

(e) generally take such measures as may be necessary or expedient for the proper protection and management of the prison and prisoners, and for the purpose of effecting and enforcing the provisions of Act and all rules, regulations and orders made or issued thereunder, which may be applicable to prisoners and staff

56. **Officer in charge to visit prison daily.** The Officer In-charge shall visit the prison at least once on every working day and also on Sunday and public holidays when special circumstances require his attendance. If from any cause, the Officer In-charge is unable to visit the prison on any working day, he shall record the fact and the cause of his absence in his order book.

57. **Inspection of food.** The Officer In-charge shall daily inspect the food prepared for prisoners.

58. **Surprise Visits.** The Officer Incharge shall occasionally visit the prison at uncertain hours of the day and the night, and shall satisfy himself as to the due observance of all rules and orders. At least fortnightly he shall visit the prison at night and record a report in his order book, noting the time of his visit and stating whether night guarding was being effectively carried out and everything was in order.

59. **Prisons to be inspected and maintained in an efficient state.** The Officer In-charge shall frequently visit and inspect every barrack, yard, cell, workshop cook-house latrine, armory, warders line, every other part of the prison and its precincts. He shall satisfy himself that all buildings, structures, enclosure walls and the like are secure and maintained in the best possible state of repair. He shall see that every part of the prison precincts and premises is kept clean and in an efficient sanitary condition.

60. **Officer in charge order book.** The Officer In-charge shall maintain an order book and shall record therein all orders passed by him relating to the management and discipline of the prison. He shall satisfy himself that every such order is duly carried into effect. All officers entrusted in any way with the execution of any such order, shall sign the order book in acknowledgement of having seen and received the order.

61. **Distribution of duties.** (1) The Officer In-charge shall record on his order book the distribution of duties and registers, etc., amongst all the officers in such a way that any responsibility for errors, dereliction of duty or defalcations etc., may be fixed with precision. A copy of distribution of duties of every officer shall be maintained in the office. Nothing contained in any order recorded under this rule shall be deemed in any way to relieve the Deputy Superintendent of his general responsibility under the Officer In-charge for the entire management or security of the prison, or to relieve the Deputy Superintendent, or any other officer of his liability to discharge any duty imposed on him by any law or rules for the time being in force.

(2) The hours of attendance of the executive staff shall be so fixed that at least one such officer is always present inside or outside the prison throughout the day between unlocking and lock-up.

62. **Arrange of duties of officers.** The Officer In-charge shall, as far as possible, arrange that no officer, particularly a storekeeper, shall remain employed on the same duties for more than a year at a time.

63. **Duty hours of Officer in charge.** The Officer in charge shall attend his office for at least six hours daily and shall ordinarily observe the office hours fixed by Government from time to time.

64. **Visits to the Hospital.** The Officer In-charge shall visit the hospital frequently and shall see that proper arrangements are made for the safe custody and proper care of sick prisoners and that prison discipline is maintained in the hospital so far as is consistent with the medical treatment of the prisoners. He shall carry into effect all written directions given by the Medical Officer in regard to the proper segregations of prisoners suffering or suspected of suffering from contagious disease. He shall, whenever necessary, and without delay, take all reasonable measures for cleaning and disinfecting, any place occupied by such prisoner and for disinfecting or destroying all infected clothing, bedding or other articles.

65. **Visits to garden.** The Officer In-charge shall visit the prison garden atleast once a week and satisfy himself that all necessary measures are being taken for the purpose of cultivating and producing an ample and continuous supply of vegetables, condiments, antiscorbutic and fodder. He shall see that the garden is kept in proper order and free from weeds, that the trenching of filth and refuse from the prison is properly carried out and that stable litter and other manure is suitably disposed of.

66. **Checking of stores and equipment.** (1) The Officer In-charge shall check all stores, equipment and Government property etc. at least once in six months and record the result of verification in the remarks column of the store registers. A notice of this check shall be made in his order book and serious discrepancies, if any, shall be reported to the Inspector General at once.

(2). The check of articles shall be so arranged that the Officer Incharge checks one-half in one quarter which the Deputy Superintendent shall check in the second quarter and vice versa. In this way every article shall be checked once in three months either by the Officer In-charge or the Deputy Superintendent.

(3) The certificate of the check under sub-rule (2) shall be submitted to the Inspector General soon after the first January and the first July each year. The Officer In-charge, on taking over charge need not check the stores, but he shall examine the books to see what articles have not been checked by his predecessor in the half year and shall check these during the remaining period of the half year. When shortages are found in any of the stores, the Officer In-charge shall take immediate action to fix the responsibility for the shortages amongst the official concerned. If the total value of the stores found short does not exceed rupees fifty thousand, he shall conduct the necessary enquiry and submit full report with his recommendation to the Inspector General for his orders. If the total value of the shortages exceeds rupees fifty thousand, he will initiate disciplinary proceedings against the official concerned, and submit his findings with recommendations to the Inspector General for orders.

67. **Weekly inspection.** (1) The Officer Incharge shall make weekly inspection of prisoners in the prison on any working day.

(2) Medical Officer shall also be present at such inspection in addition to any other inspection that he may think fit to hold.

(3) In each inspection the Officer in charge shall satisfy that -

(a) that each prisoner is properly classified;

(b) that every prisoner is provided with a properly written up history ticket, that weighments have been duly made and recorded on the tickets, and that prisoners showing substantial loss on weight are duly set apart for medical inspection;

(c) that the prisoners are clean and are provided with clothing, bedding and utensils, etc, provided under these rules or regulations; that the articles supplied to them are properly markec, numbered and are clean, serviceable and in good condition;

(d) that the prisoners understand the remission rules, and that remissions have been duly awarded, communicated to them and that each prisoner knows the amount of remission earned by him; and

(e) generally that the rules, regulations and orders applicable to prisoners are being carried out.

(4) At every such inspection the Officer In charge shall hear and enquire into and pass orders on any complaint or request that the prisoners may make. It shall be his duty to listen to these complaints in a patient and considerate manner and to afford the prisoners reasonable facilities for making any representations that they may like to make. No prisoner shall, however, leave his place to make such representations.

(5) On such inspection every prisoner shall be required to neatly arrange bedding, spare clothing history ticket, articles on the front end of his designated place.

68. **Checking and counting prisoners twice daily.** The Officer Incharge shall cause all prisoners to be checked and counted at least twice a daily, at unlocking in the morning, at lock up in the evening.

69. **All business to be transacted on prison premises.** The Officer Incharge shall ordinarily transact all business connected with the prison within its precincts and he shall not, except in cases of necessity or emergency, require the attendance of the Deputy Superintendent, Assistant Superintendent at any place outside the prison premises.

70. **Officer in charge to enquire into all prison offences and breach of discipline.** The Officer in charge shall conduct an enquiry or cause to get conducted enquiry by hearing officer nominated by him into every breach of discipline or offence committed or alleged to have been committed by a prisoner and award punishment himself and shall satisfy himself that every punishment is duly carried into effect.

71. **Officer in charge to visit prison when an unusual occurrence is reported.** When the Deputy Superintendent reports any unusual occurrence requiring immediate action, the Officer In-charge shall forthwith proceed to the prison to investigate the case and take such measures as may be necessary. He shall record the matter in his report book.

72. **Record of Award of Punishment.** Any punishment awarded to a prisoner for an offence or breach of discipline shall be recorded by the Officer Incharge on the prisoner's history ticket, and shall be copied in the punishment register by a Junior Prison Officer.

73. **Appointment and punishment of staff under his control.** (1) The Officer Incharge shall exercise such powers, in regard to the appointment and punishment of officers under his control, as are specified in the rule relating to such officers.

(2) The Officer In-charge may, at any time enquire into and record his opinion about the conduct of any officer under his control. In conducting such enquiry he shall be guided by the rules laid down in that behalf.

74. **Report of all importance occurrences.** (1) The Officer Incharge shall report at once through any prompt means of communication to the Deputy Inspector General, Inspector General and the Administrative Secretary -

(a) which requires immediate attention and action in respect with Security and management of prison and prisoners;

(b) all serious breaches of prison discipline or offence;

(c) every case in which any prisoner escapes or attempts to escape or is recaptured or commits suicide or dies from or receives a serious injury;

(d) all outbreaks of epidemic disease or disease which is likely to an epidemic form amongst the prisoners and prison staff, and measure taken to prevent its spread; and

(e) all serious cases of over-crowding and all other matters which the Inspector General may by general or special order require to be so reported. Each such report shall be followed by a detailed report.

75. **Officer in charge to accompany Inspector General, Deputy Inspector General or Official visitors.** (1) The Officer In-charge shall accompany the Inspector General, Deputy Inspector General whenever he visits the prison for the purpose of inspection and shall take all necessary measures to facilitate the inspection and ensure the safety of the Inspector General.

(2) The Officer In-charge shall, if so desires, similarly accompany an official visitor during his visit to the prison.

76. **Control over receipt and expenditure.** (1) The Officer Incharge shall at all times exercise strict supervision and control over all cash and property received by him or by any officer, or in his or any officer's charge under his control, and over all expenditure of every kind incurred on the upkeep and management of the prison and the maintenance of prisoners. He shall cause proper accounts and vouchers of all such receipts and expenditure and property to be regularly kept and audited in accordance with the provisions of these rules.

(2) The Officer Incharge shall be personally liable for all defalcations, loss or damage in any way due or attributable to any neglect, disobedience or misconduct on his part.

(3) The Officer Incharge shall keep a constant watch over prison receipt and expenditure to promote all possible economy in every branch. He shall carefully examine all demands and indents before sanctioning them or submitting them for sanction. He shall frequently satisfy himself by personal inspection that the registers and account books are regularly written up, that daily entries are made in day books, that cash balances correspond with the entries in the relevant books and are correct, and that outstanding are not allowed to remain unrealized longer than necessary. The rules issued by the Finance Department shall be observed in all matters of accounts in addition to the rules made under the Act and the orders of the Inspector General.

77. **Reports and Statistics.** (1) The Officer In-charge shall regularly and punctually submit to the Inspector General all such special or periodical -

(a) returns of statistical information;
(b) statement of accounts in respect of receipts, expenditure and property;
(c) bills, vouchers and other original documents; and
(d) reports and other information;

as he may at any time prescribe by general or special order or as may be required by these rules or regulations.

(2) By the thirty-first of August each year, the Officer In-charge shall furnish the Inspector General with a report on the administration of his prison during the preceding year, the report shall be in such form containing such particulars and accompanied by such statistical and other statements and returns, as the Inspector General may prescribe. Every such report shall state and explain all events of importance which have occurred in the prison during the year under report, and all material differences in the vital, financial and other statistics, between the year under report and the two years immediately preceding the same.

(3) The annual administration report of prison shall be forwarded to the Inspector General direct and copies to concern at the discretion of officer In-charge.

78. **Procedure on change of Officer In charge.** When an officer is taking over the charge of the office of the Officer In-charge, he shall satisfy himself that all records and registers are upto date and in good order, and that the cash balances, permanent advance and account are complete and duly kept. He shall note in writing the defects, deficiencies or irregularities, if any, detected either at the time of taking over or within one month thereafter and shall communicate the same to the Inspector General.

79. **Precautions against fire.** The Officer In-charge shall see that proper precautions are taken to prevent damage by fire to prison buildings and all Government property contained therein. He shall draw up an order showing the duties of the members of the establishment on the outbreak of fire. A copy of this order shall be maintained in the main gate.

80. **Precautions to preventing escape.** The Officer In charge shall see that every necessary precaution is taken to prevent escapes and shall cause a daily examination to be made of all cells, doors, windows, bars, locks, bolts, restraints and fastenings, etc. He shall require the Deputy Superintendent to report daily the result of such examination in his report book. On every Sunday and public holiday, a special security party of staff depending on size of Prison shall be detailed for examining all gratings and restraints in the afternoon.

81. **Special precautions for security.** The Officer Incharge shall use his discretion in ordering such special precautions, as may be necessary for the security of prison, any important or dangerous prisoner whether he has received any warning from any authority or not. As the Officer Incharge is the sole judge of the measures necessary for the security of prison and prisoner and he shall be responsible for seeing that the precautions taken are reasonably sufficient for purpose.

82. **Officer in charge not to leave station without sanction.** The Officer Incharge shall not leave the station without obtaining the previous sanction of the Inspector General or Deputy Inspector General while proceeding on casual leave, the Officer In charge shall hand over charge of the prison to the Deputy Superintendent or the senior most Assistant Superintendent as the case may be.

CHAPTER-VII
THE DEPUTY SUPERINTENDENT

83. **Persons include in the word Deputy Superintendent.** For the purpose of duty, the expression "Deputy Superintendent" shall be deemed to include Assistant Superintendent and every person for the time being performing all or any of the functions or duties of a Deputy Superintendent.

84. **Conditions of Service.** The Deputy Superintendent shall be in Grade-17. The service conditions of Deputy Superintendents shall be regulated by the Service Rules of the Service as may have been or may hereafter be framed by Government.

85. **General Duties.** (1) The Deputy Superintendent shall be the Chief Executive Officer of the prison and shall discharge his duties under the immediate directions and orders of the Officer In-charge. It shall be his duty to see that all orders issued by the Officer In-charge are duly carried out.

(2) It shall be the duty of the Deputy Superintendent to maintain discipline both amongst the officers under his control and the prisoners and strict enforcement of all the rules, regulations and orders relating to the management of the prison, prisoners, and the staff.

86. **Residence.** The Deputy Superintendent shall reside in the house provided at the prison premises unless the Officer In-charge permits him in writing to reside elsewhere when a house is not available. He shall be provided with rent free quarters or rent in lieu thereof if official residence is not available.

87. **Absence of night.** The Deputy Superintendent shall not be absent from the prison for the night without permission in writing from the Officer In-charge, but if absent without leave for a night from unavoidable necessary, he shall immediately report the fact and the cause of it to The Officer In-charge.

88. **Deputy Superintendent to make over charge when leaving the prison.** The Deputy Superintendent shall, before leaving the prison for any purpose whatsoever, and on every occasion on which he proposes to leave the prison, make over charge of the prison to the next senior officer present, and shall record the fact of having done so in his report book. The officer receiving charge shall countersign the entry mace in acknowledgement of having done so.

89. **Duties as regards safety of prisoners, discipline, visits and attendance.** (1) The Deputy Superintendent shall take every action necessary or expedient for ensuring the safe custody of prisoners confined in the prison, as well as for enforcing and maintaining discipline and order amongst prisoners and officers under his control.

(2) The Deputy Superintendent may at least once daily see every prisoner, as far as may be practicable, confined in the prison. He shall visit every cell barrack, ward, workshop, cookhouse, latrine and every other part of the prison and it premises including the hospital. He shall, except as provided under the rules, always remain present within the prison or its premises.

(3) The Deputy Superintendent is permitted to be absent for meals and rest at such time and for such periods as the Officer In-charge may specify, or when required to appear in a Court, or when leave of absence is granted by the Officer In-charge.

90. **Report book.** (1) The Deputy Superintencent shall regularly maintain a report book, in which he shall record all reports and other matters which these rules and the departmental instructions require him to record, and all important events connected with the administration of the prison. The report book shall be put up before the Officer In-charge every day and signed by him.

(2) No space shall be left blank either below or on top of the pages or between the reports. Each report shall be serially numbered and numbering shall be renewed on the first of each month. Important reports shall be underlined and The Officer In-charge shall initial them and pass necessary orders. The Officer In-charge shall also affix his initials at the bottom of each page of the report book.

91. **Daily entries in report book.** The Deputy Superintendent shall record in his report book –

(a) the time of unlocking of the prison, and the number of prisoners unlocked;
(b) the number of the staff (if any) who were absent;
(c) distribution of morning meal and the time prisoners began work;
(d) the time midday meal was served and work recommenced; checking of midday meal and a report about its quality and quantity;
(e) the time work was stopped for the day ; checking of evening meal and time of meal;
(f) the time the lock-up was completed and the number of prisoners locked up; and
(g) matters regarding security arrangements and issues.

92. **Other matters of importance to be recorded in the report book.** The Deputy Superintendent shall record in his report book all instances in which he may have found it necessary to use restraint to any prisoner; any violent outbreak or serious offence or breach of discipline, accident, death, or other occurrence out of the ordinary routine; application for the Officer In-charge's sanction for the employment of prisoners in any special manner or for any unusual expenditure, and whenever it is proposed to draw money from the Treasury for factory or prison purposes and a note showing the necessary for the same.

93. **Deputy Superintendent not to delegate his duties without permission.** If the Deputy Superintendent is at any time prevented by any unavoidable cause, from performing any duty imposed upon him, he shall take immediate measures to have such duty performed by the next senior officer present and report the fact to the Officer In-charge, except as hereinbefore provided, the Deputy Superintendent shall not without the previous permission of The Officer In-charge, delegate at any time any duty to any other officer.

94. **Presence at lock-up.** The Deputy Superintendent shall be present at and supervise the locking up of the prisoners as often as necessary.

95. **Allotment distribution and checking of labour.** The Deputy Superintendent shall allot to each prisoner sentenced to undergo rigorous imprisonment a proper task and satisfy himself that every such prisoner who is fit for labour is daily put on the allotted labour and performs his prescribed task.. He shall visit the workshops frequently while the prisoners are at work and check the tasks performed.

96. **Report of unusual occurrence.** The Deputy Superintendent shall immediately report every unusual occurrence of a serious nature, to the Officer in-charge.

97. **Admission of Prisoners.** Upon the admission of every prisoner, the Deputy Superintendent shall -

(a) examine the warrant or order under which such prisoner is committed to the prison and satisfy himself that it is in all respects complete, in order and valid;

(b) remove, or cause to be removed, from such prisoner all money or other articles found on him, including (if such prisoner in not entitled to retain these) his wearing apparel and shall provide him with a complete prison outfit;

(c) take measure to preserve and protect all property belonging to the prisoner; and

(d) satisfy himself that the rules regarding the search and admission of prisoners are duly complied with.

98. **Effects of prisoners.** All money or other articles about which no order of a competent Court has been made, and which may with proper authority, be brought into the prison by any prisoner or sent to the prison for his use, shall be placed in the custody of the Deputy Superintendent.

99. **Execution of sentences.** It shall be the duty of the Deputy Superintendent -

(a) to cause all lawful warrants and orders of commitment to be duly obeyed and carried into effect;

(b) on the admission of every prisoner, to cause in name to be duly recorded in the register of releases under the date on which such prisoner is entitled to be released;

(c) to give effect to all remission of sentence lawfully earned or granted;

(d) to take all measures that may be necessary or expedient in order to avoid premature release or over detention.

100. **Prisoners committing breach of discipline or offence to be brought before the Officer in charge.** The Deputy Superintendent shall, in the event of any prisoner being guilty of a breach of discipline or offence, cause the offender to be brought after thorough investigation before the Officer In charge for orders and shall record the charge on the prisoner's history ticket.

101. **Weekly search.** The Deputy Superintendent shall, at uncertain times, at least once a week, cause each prisoner, all clothing and bedding and all barracks, cells, workshops, latrines and other places frequented by prisoners, to be thoroughly searched for prohibited articles.

102. **Visits and communications.** It shall be the duty of the Deputy Superintendent to regulate all visits and communication between prisoners, their relatives and friends, and to prevent all unauthorized persons from entering the prison premises or communicating with the prisoners. He shall arrange for a proper prison officer to supervise and conduct all visits.

103. **Deputy Superintendent when required to accompany officers and visitors.** The Deputy Superintendent shall, whenever required to do so accompany the Officer In-charge, Medical Officer and other Government officer visiting the prison.

104. **Enforcing of discipline amongst officers under his control.** (1) It shall be the duty of the Deputy Superintendent to exercise proper control over all officers under his control and to satisfy himself that every such officer is at all times efficient and that he discharges his duties regularly and in a satisfactory manner.

(2) The Deputy Superintendent shall at all times maintain strict discipline amongst officers under his control and shal be responsible that -

(a) all officers subject to discipline of a military nature are acquainted with drill and the use of arms;
(b) all officers in respect of whom uniforms are prescribed, wear proper uniforms;
(c) the prescribed roster of attendances and duties is carried into effect;
(d) all officers are neat and clean in appearance, properly dressed and accounted when on duty; and
(e) every instance in which any subordinate officer is guilty of any dereliction of duty, breach of discipline or other misconduct which comes to his knowledge, is recorded in his report book and brought to the notice of the Officer In-charge.

105. **Power to grant four hours leave.** The Deputy Superintendent may grant leave of absence for a period not exceeding four hours at any one time to officer under his control. He shall make all necessary arrangements for the due performance of the duties, of the officer to whom such leave is granted, and shall make a record of all such leaves granted.

106. **Weekly parades.** On the day specified by Officer Incharge, the Deputy Superintendent shall before the arrival of the Officer In-charge, hold a parade of all the prisoners confined in the prison and shall -

(a) carefully inspect every prisoner;
(b) examine and check the clothing, bedding, utensils and history tickets of every prisoner;
(c) check the barrack register and satisfy himself that every prisoner is present or accounted for; and
(d) satisfy himself generally that everything is in proper order. He shall record the result of his inspection in his report book nothing the shortage, if any, the state of clothing, cleanliness, numerical strength and other matters of importance relating to the prisoners.

107. **Responsibility for records, warrants, money etc.** The Deputy Superintendent shall be responsible for the safe custody of the records to be maintained under for the commitment warrants and all other documents confined to his care and for the money and other articles taken from prisoners.

108. **Custody of Government property. Periodical stock taking** (1) The Deputy Superintendent and officer under his control shall be responsible for the receipt, issue and safe custody of all stores machinery tools, plant, raw materials, manufactured goods and all other articles of whatever kind for the time being in their charge and they shall maintain proper accounts and registers thereof, The Deputy Superintendent shall take frequently, and shall from time to time examine and verify the accounts and registers Grain godowns shall be checked, once a month.

(2) The Deputy Superintendent shall check every article of store at least once in six months and record the result of his verification in the remarks columns of the stock registers nothing discrepancies, if any. A note of his check shall also be made in his report book and the discrepancies, if any, shall be reported to the Officer In-charge. The relieving Deputy Superintendent, if there is a change in office, shall check all articles on assuming charge and this may be taken as a six monthly check. The checking of articles shall be so arranged that the Officer In-charge checks one half in one quarter which the Deputy Superintendent shall check in the second quarter and vice versa in this way every articles will be checked once in three months either by The Officer In-charge or the Deputy Superintendent. The certificate of the check shall be submitted to the Inspector General soon after the 1st January and the 1st July of each year.

109. **Sick prisoners.** (1) The names of prisoner desiring to see the Medical Officer or appearing ill shall, without delay, be reported by the Officer incharge of such prisoners to the Deputy Superintendent.

(2) The Deputy Superintendent shall immediately inform the Medical Officer to see such prisoners and shall carry into effect all written directions given by the Medical Officer respecting alterations of the discipline, diet or treatment of such prisoners.

110. **Record of directions of the Medical Officer.** All directions given by the Medical Officer in relation to any prisoner shall be recorded on the prisoner's history ticket and the Deputy Superintendent shall state in his report book whether the directions have been carried out and if not complied, he shall state the reasons.

111. **Notice of death of prisoner.** Upon the death of a prisoner, the Deputy Superintendent shall give immediate notice of it to the Officer In-charge and Medical Officer.

112. **Prisoners not to be put under restraints except under necessity.** No prisoner shall be put in restraints or under mechanical restraint by the Deputy Superintendent on his own authority, except in case of urgent necessity, when an immediate report shall be made to The Officer In-charge at his next visit.

113. **Management of prison factories.** The Deputy Superintendent shall use all means in his power to ensure that the employment of prisoners on various labours is profitable to Government. He shall prevent waste and mis-appropriation of material in the factories and shall be responsible for the checking of materials consumed in the process of manufacture. He shall see that the quantities of material indented for have been received, that all purchases have been made at the cheapest market rates and that the selling prices fixed for manufactured goods are profitable and the amounts are promptly realized from the sale of goods and for remitting these into the local Treasury.

114. **Junior Prison Officer under control of Deputy Superintendent.** (1) The Deputy Superintendent shall contro and supervise the posting of the Junior Prison officers on various duties. He shall, at uncertain intervals, visit the guards at their posts, and satisfy himself that the officers are duly posted and are alert, and that the patrolling is being properly performed.

(2) The Deputy Superintendent shall ordinarily change the duties of Junior Prison officers under his control every month or oftener at any time, if considered necessary.

(3) The Deputy Superintendent shall see that all parties of officers enter and leave the prison with military precision. He shall cause the Junior Prison officers to be searched at uncertain hours at least once a week and report the result in his report book. He shall see that the Junior Prison officers sleep in the quarters allotted to them and do not leave the prison premises without permission.

115. **Deputy Superintendent responsibility for property and money.** The Deputy Superintendent shall render an account on his removal or transfer, of all Government and other property and money entrusted to his care. He shall see that all store-rooms are clean, nearly arranged and protected Tom varmin, insects and weather, etc., and that they are secure and in-accessible to prisoners.

116. **Testing weights, scales and measures.** (1) Once every three months the Deputy Superintendent shall test all weights, scales and measures in use in gocowns, cook-house, etc., and shall record the result of such test in his report book. Any weights, scales and measures found below the standard or defective shall be placed before The Officer In-charge for condemnation and destroyed in his presence.

(2) The Deputy Superintendent shall before taking delivery, weigh measure or count all stores supplied to the prison.

117. **Supervision of office work.** (1) The Deputy Superintendent shall exercise general supervision, over the work of the office. The delegation of the preparation of returns, entries in register, or of any of the Deputy Superintendents duties to any subordinate, in no way relieves the Deputy Superintendent of the responsibility for ensuring that these are correctly and punctually made. His most important duties are the direct control of prisoners and the management or security of the prison. He shall daily check the cash accounts and submit to the Officer In-charge daily for examination.

(2) The Deputy Superintendent shall report every month in his report book the state of the registers, etc., in charge of each of officers under his control.

118. **Responsibility for economy in every department.** The Deputy Superintendent shall promote such economy as is consistent with efficiency in every department of the prison. He shall prepare of cause to be prepared, and submit to the Officer In-charge, all indents for requirement of food, clothing and other articles. He shall prevent needless destruction of Government property, utilized prison labour to the fullest extent for supplying the requirements of the prison anc other departments and bring to the notice of the Officer In-charge any waste or extravagance.

119. **Inventory of property and stores on heading over charge.** (1) When making, over charge of his duties on resignation, suspension, transfer, discharge or on taking leaves other than casual leave, the Deputy Superintendent shall prepare an inventory list in the prescribed form of all property, stores, etc, in his immediate charge, which shall be signed by himself and by the officer who relieves him, anc kept in the prison records.

(2) The Officer In-charge shall countersign the inventory list after satisfying himself as to its correctness, and copies shall be given to the relieved and the relieving officers. In the case of a Deputy Superintendent's death, the inventory list shall be made by or under the direction of the Officer In-charge. All stores including, the stores of grain, shall be carefully counted or weighed anc checked by the relieving officer.

(3) The stock of ammunition shall be compared with the stock as shown in the ammunition register and also the number of empty fired cases in stock. It shall also be seen whether the stocks of ammunition is in accordance with the prescribed scales.

120. **Duty of Deputy Superintendent on change of Officer in charge.** When a new Officer Incharge assumes the charge of a prison, it shall be the duty of the Deputy Superintendent to bring to his notice in writing, all orders specially relating to that prison. In the event of any grave irregularity taking place in consequence of the non-observance on the part of the Officer In-charge of any such order, the Deputy Superintendent shall be held responsible unless he can show that he brought the order in question to the notice of the Officer In-charge.

CHAPTER – VIII
ASSISTANT SUPERINTENDENT

121. **Appointment and condition of service.** (1) For every prison, there shall be appointed three or more Assistant Superintendents according to the nature, class and population of the Prisons.

(2) The service conditions of Assistant Superintendent of prison shall be regulated by the Services Rules of the service as may have been or may hereafter be framed by Government.

122. **Physical standard.** Candidates for direct appointment shall be physically fit in all respects and conform to the following standard it:-

(a) Minimum height— 1 Meter—70Cm.
(b) Minimum girth of chest—78Cm. with an expansion of 3 Cm-3 Mm.
(c) Vision right eye—6/6] left eye—6/6] without glasses

123. **Residence.** Assistant Superintendents shall reside at the prison premises and shall be entitled to rent quarters or house-rent allowance in lieu thereof if official residence is not available.

124. **General duties.** (1) An Assistant Superintendent shall, subject to the orders of the Officer In-charge, be competent to perform any of the duties, and be subject to all the responsibilities, of a Deputy Superintendent under the Act, rules or regulations.

(2) Assistant Superintendents shall be subordinate to the Deputy Superintendent and shall obey all orders issued by him.

(3) The Assistant Superintendent shall take the place of the Deputy Superintendent when this officer is temporary absent or incapacitated for duty.

(4) Some of the duties of the Deputy Superintendent may be assigned to the Assistant Superintendents, who shall perform such duties under the general supervision of the Deputy Superintendent.

125. **Assignment of duties.** (1) The Assistant Superintendents shal perform such duties as the Officer Incharge may be prescribed in writing in his order book. The duties shall be clearly prescribed and shall be changed periodically to afford them every opportunity to acquire a thorough training and all round experience of every detail of prisor administration.

(2) The following duties shall ordinarily be allotted to the Assistant Superintendent:-

(a) direct charge of a section of the prison including the prisoners confined therein and the Government property that may be located there;
(b) admission, transfer and release of prisoners;
(c) award of ordinary remission to prisoners;
(d) appeals and petitions of prisoners;
(e) supervision of factories or work;
(f) supervision and drill of Wings;
(g) supervision of cook-house, issue of rations to the cooks and the examination of cooked food and its distribution;
(h) supervision of visits, communication and correspondence of prisoners;
(i) search of prisoners and buildings under their charge;
(j) maintenance of registers pertaining to their duties and responsibility for their correctness;
(k) maintenance of report book;
(l) presence and supervision at distribution of meal and at evening lock-up;
(m) night round on turn and search of relieving and relieved night staff once a week;
(n) assignment of duties either in Security or Management wing;
(o) any other task as may be assigned by Officer In charge.

126. **Leave on Sundays and public holidays.** The Deputy Superintendent shall arrange duties of Assistant Superintendents in such a way that one or more officer is always present inside or outside the prison from unlocking to lock-up.

127. **Weekly checking of clothing and equipment.** On the day specified by the Officer Incharge, the Assistant Superintendents Incharge shall hold a parade of the prisoners and shall -

(a) carefully inspect every prisoner;
(b) examine and check the clothing bedding, utensils and history tickets of every prisoner;
(c) check the barrack register and satisfy themselves that every prisoner is present or accounted for; and
(d) satisfy themselves generally that everything is in proper order. They shall record in their report book the shortages, if any, the state of clothing, cleanliness of barracks and yards and any other matter of important relating to prisoners.

CHAPTER-IX
FEMALE AND JUVENILE PRISON AND STAFF

128. **Duties of Lady Prison Officer.** (1) Lady Prison Officer shall be detailed to perform duties inside women or juvenile prisons.

(2) Except as otherwise provided, all rules, regulations, etc., applicable to other Prison Officer as regards to appointment, conditions of service and duties, shall mutatis mutandis be applicable to every lady Prison officer.

(3) Lady Prison officers shall only be assigned responsibilities in Management Wing only.

(4) Security Wing shall always be detailed outside at each Women or Juvenile Prison to assist management wing whenever a situation requires their presence inside prison only under the orders of officer in charge of Women or Juvenile Prison.

129. **Duties of Every Lady Prison Officer.** Duties of every Prison Officer in Women or Juvenile Prison or ward shall as regard women prisoners be similar to those perform as regards to male prisoners.

130. **Prohibition against males entering the women's prison.** (1) No male person employed in any capacity or connected with the women's prison shall otherwise than in case of emergency and when called upon to do so by the Lady Assistant Superintendent and then only when accompanied by the Lady Assistant Superintendent at any time enter any place of confinement for women prisoners.

(2) The security wing shall perform duties in the manner as prescribed in Chapter XV for outside security and other purposes.

Note.– Female sweepers shall be employed for conservancy work in the women's prison or ward.

131. **Distribution of Food.** Every Junior Prison Officer of Management Wing shall carefully supervise the distribution of food to women prisoners and see that each prisoner receives her proper food. They shall report to the Deputy Superintendent management any instance in which the food is bad or badly cooked or is insufficient in quantity.

132. **Escorting of women Prisoners.** Management Wing Junior Prison Officer shall escort every woman or juvenile prisoner leaving the women's enclosure and shall remain with her till she returns to prison or quit the prison premises.

133. **Search of Women Prisoners.** Search of women prison shall be conducted by any Junior Prison Officer of Management Wing. Such search shal not be conducted in the presence of any male person. However, search of male juvenile prisoner shal be conducted by Junior prisor officer of Security Wing or Management Wing.

134. **Male person or prisoner not allowed in women or juvenile prison.** No male prison officer, persons or prisoner shall be allowed inside women or juvenile prison or ward without proper authority.

135. **Communication with male prisoners forbidden.** No Women Junior Prison Officer shall at any time on any pretext, hold any interview, intercourse or communicate of any kind whatsoever with any male prisoner or visit any part of the prisoners reserved for adult male prisoners except in the discharge of her duties.

136. **Duties in regard to sick and children.** It shall be the duty of every Junior Prison officer to call attention of the Medical Officer to any woman or juvenile prisoners who complains of illness or appears to be ill. She shall satisfy herself that every woman or juvenile prisoner who is sick receives the specia diet (if any) at any time prescribed for her by the Medical Officer and that all women or juvenile prisoners at any time any special or convalescent party, are duly supplied with any special or extra diet ordered for them by the Medical officer. Every Junior Prison Officer shall be responsible for seeing that every child for the time being in prison receives the clothing and the diet prescribed for and is properly cared for.

137. **Duties as to the task of women prisoners.** Every Junior Prison Officer shall satisfy herself that every sentenced prisoner perform their task properly. She shall bring to the notice of Deputy Superintendent Management every default on the part of women or juvenile prisoners.

138. **Duties as to locking of prisoners at night.** Every Junior Prison Officer shall –

(a) each evening before the time fixed for locking up, search every woman or juvenile prisoner and their clothing and bedding and every ward, cell and other compartment allotted to women prisoners;

(b) count the women or juvenile prisoners and lock them up in their respective places and reports to the Deputy Superintendent that she had done so and record the fact in the lock-up register; and after having complied with the requirements of the above clause deliver the keys of the wards, cells, other compartments and the women's enclosure to the Deputy Superintendent.

139. **Applicability of Rules.** Except as otherwise provided in these rules or any other law for time being in force, all the rules applicable to other prisoners are mutatis mutandis applicable for the women and juvenile prisoners.

140. **Women prisoners in an advanced stage of pregnancy.** The case of every woman prisoner in an advanced stage of pregnancy shall be reported to the Inspector-General for reference to Government with a view to the suspension and remission of her sentence or otherwise. A full statement of the case by a lady doctor shall accompany the report.

141. **Child birth in prison.** As far as possible a child birth in prison shall be avoided, but if this is not possible, the services of a lady Medical Officer or failing it, a qualified midwife shall be requisitioned. In districts where there is a maternity and child welfare centre, the authorities incharge of such centre shall be requested to depute a lady doctor or a qualified midwife to attend cases of confinement in the women's ward. No charge may be made for the service of a lady doctor or mid-wife so deputed to prison, but they shall be entitled to conveyance charges to and from the prison.

142. **Under-trial women prisoners expecting confinement.** The case of under trial women prisoners expecting confinement shall be referred to the Trial Court with a view to the release of such prisoners, but if release on bail is not possible provisions laid down in the preceding rule shall be followed.

143. **Children born in prison.** In the event of a child being born in a prison, notice of the birth shall be sent to the municipal authorities.

144. **Children to be allowed to remain with their mothers.** Women prisoners shall be allowed to keep their children with them in prison till they attain the age of six years.

145. **Cases in which a child cannot be kept in a prison.** No woman prisoner shall be allowed to keep a child who is over the age of three years. On a child becoming disqualified for further retention or when a woman prisoner dies or is executed and leaves a child, the Officer In-charge shall inform the Court of the place where the prisoner resided and the latter shall arrange for the proper care of the child. Should the relatives or friends of the prisoner be unable or unwilling to support the child, the Court shall arrange for the removal of the child to healthy nursery surroundings through the special societies managing such institutes. The child shall be returned to the mother on release provided she is ready and also capable to look after it.

146. **Diet and clothing for children.** Children in prison shall be provided with such clothing as the Officer In-charge may prescribe in writing. The scale of the diet for children is prescribed-in rules pertaining to dietary

CHAPTER – X
THE MEDICAL OFFICER

147. **General duties of Medical Officer.** Subject to the control of the Officer Incharge, the Medical Officer shall have charge of the medical wing of Prison and shall perform such duties as are prescribed in the Act, rules or regulations.

148. **Appointment of Medical Officer.** Medical Officers shall be deputed to prisons from the Health Department but Service can also appoint Medical Officers at their own. Sufficient numbers of medical staff shall also be provided to Medical Officer for overall assistance in his work.

149. **Temporary absence of Medical Officer.** Whenever the Medical Officer of a prison is temporarily absent from the station, his duties shall be performed by another Medical Officer of the prison. In case there is no other Medical Officer posted at the prison, the Officer Incharge shall approach the District Health Officer for deputing a Medical Officer till return of Medical Officer of the prison from leave.

150. **Medical Officer to visit prison daily.** The Medical Officer shall visit the prison atleast once a day except on Sundays and public holidays, and on those days also whenever necessary. The Medical Officer shall often visit the prison than once a day, if the circumstances render it necessary. He shall visit every part of the prison and its precincts frequently. Emergencies and urgent calls shall, however, be promptly attended to at all times.

151. **Responsibility of health of prisoners and hygiene.** The Medical Officer shall be responsible for all matters connected with the health, physical and mental of the prisoners, and their treatment when sick and the hygiene of the prison. He shall take all measures necessary for the maintenance of the prison and its surroundings in a thoroughly sanitary state.

152. **Direction and recommendation by Medical Officer.** (1) Any directions (other than those which are to be carried out by the Medical Officer himself or under his personal supervision) which the Medical Officer may think fit to give in respect of the treatment of any prisoner shall be recorded on the history ticket of the prisoner.

(2) Every recommendation relating to the prisoners generally or to any party or class of prisoners or effecting the medical or sanitary administration of the prison in general, which the Medical Officer may think fit to make, shall be recorded by him in his report book.

153. **Examination of prisoners on admission and release.** (1) At the time of the admission of every prisoner in the admission register and on the history ticket of such prisoner, the state of health, age, weight, height, identification etc, the class of labour for which the prisoner is fit if sentenced to labour and any other observations which the examination of the prisoner may disclose, within twenty four hour of admission of prisoners; and at the time of the discharge of every prisoner from the prison, the Medical Officer shall record in the admission register the state of health and the weight of the prisoner so discharged.

154. **Vaccination of prisoners.** (1) The Medical Officers shall vaccinate or cause to be vaccinated soon after admission every prisoner who is not protected against any diseases and vaccinate prisoners whenever necessary.

(2) Children received with their mothers or born in prison shall also be similarly vaccinated. The Medical Officer may, however, dispense with vaccination or revaccination in any case in which he considers it unnecessary, either because the prisoner is already sufficiently protected and bears well defined marks of previous vaccination or has suffered from the disease.

155. **Duties with regard to sick prisoners and malingerers.** (1) The Medical Officer shall daily visit the sick in the hospital and shall examine every prisoner who complains of illness, and may if necessary, direct the admission of any such prisoner to hospital.

(2) If at any time the Medical Officer is of opinion that any prisoner is malingering, he shall forthwith report the fact to the Officer In-charge.

156. **Medical Officer to report in certain cases.** Whenever the Medical Officer has reason to believe that the mind or body of a prisoner is, or is likely to be injuriously affected by the discipline or treatment to which he is subjected, the Medical Officer shall report the case in writing to The Officer In-charge together with such observations as he may think proper. The Officer In-charge will take suitable action into the matter.

157. **Inspection of prison precincts.** (1) At least once in every week the Medical Officer shall inspect every part of the prison and its precincts, and shall satisfy himself, that nothing exists therein which is likely to be injurious, to the health of the prisoners. He shall particularly examine the drainage, water supply and conservancy arrangements and see that they are satisfactory and in good working order. He shall see that precautions are being taken against overcrowding and that arrangements for the ventilation and a cleanliness of barracks, cell, workshops, etc., are satisfactory. He shall also visit the garden and satisfy himself that the trenching of filth and refuse from the prison is effectively and duly conducted.

(2) The Medical Officer shall inspect the staff quarters once a week and see that all the area is kept neat and clean, drainage and conservancy arrangements are satisfactory and that unhygienic practices are not allowed to be carried on.

158. **Inspection of cookhouse and rations.** The Medical Officer shall inspect the cookhouse daily at uncertain hours and shall at such inspections examine the uncooked rations and test the quality and weight of the cooked rations.

159. **Medical Officer may vary diet in certain cases.** The Medical Officer may, in his discretion, make any addition or alteration in the diet of any sick, convalescent, infirm or any other prisoner and in respect of any party specially employed, which he may deem necessary on medical grounds.

160. **Medical Officer to inspect cemetery.** The Medical Officer shall occasionally inspect the cemetery of the prison, and shall satisfy himself that it is maintained in a sanitary condition.

161. **Medical Officer's duty on the appearance of epidemic.** (1) The Medical Officer shall in the event of the outbreak of an epidemic amongst the prisoners or the staff, 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 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 Officer In-charge for the information of the Inspector General together with his recommendations for preventing the spread of the disease and otherwise dealing with it.

162. **Special action in case of epidemic diseases.** The Medical Officer shall maintain a special record in the prescribed form, of all cases of epidemic diseases including sporadic, and shall furnish the necessary report as required under the rules.

163. **Attendance on Officers.** The Medical Officer shall in case of illness attend all members of the prison staff, their families and relations with them on the premises.

164. **Examination of candidates.** The Medical Officer shall examine every candidate for employment as a Junior Prison officer or employee who may be sent to him for the purpose and shall report on his physical condition and state of health to the Officer In-charge.

165. **Supply of medicines and diet.** (1) Medicines prescribed by the Medical Officer for the treatment of prison officers and their families shall be supplied free from the prison hospital.

(2) Any special diet ordered by the Medical Officer to any Junior Prison Officer or any member of staff who is seriously ill and is admitted to the staff hospital shall be supplied at Government expense.

166. **Duty of Medical Officer upon the death of any prisoner.** (1) In the event of the death of any prisoner, the Medical Officer shall see and, if necessary, examine the body of the deceased prisoner, so that he may in every case, be in a position to certify the death and its cause. All deaths shall be recorded in his report book.

(2) When the Medical Officer is in doubt as to the cause of death, and every case in which death appears or is likely to have been the result of an offence punishable under the Pakistan Penal Code, he shall get a complete and regular post-mortem, examination conducted of the body of the deceased. In the event of several deaths resulting from any prevailing epidemic a post-mortem examination shall be made in one or more selected cases by the Medical Officer.

(3) The provisions of the preceding sub-rule shall mutatis *mutandis* apply to the case of a death occurring amongst the officers of the prison while employed on duty at or within such prison.

167. **Record to be made on death of prisoner.** The record and action on the death of prisoner shall be in a manner as specified in section 27(3) (4) (5) of the Act.

168. **Medical Officer to comply with duties imposed by the Inspector General.** (1) The Medical Officer shall 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 they are to be performed. He shall furnish such periodical, statistical and other information and reports, in respect of sickness-and mortality amongst prisoners, the sanitation of the prison and other matter pertaining to his duties, as may be prescribed by the Inspector General.

(2) The Medical Officer shall –

(a) submit for the sanction of the Inspector General, a yearly indent for medicines and medical stores;
(b) keep or cause to be kept a proper account of medicines, instruments, appliances, and other equipment;
(c) satisfy himself that prisons are kept separate from other medicines, properly labelled and always under lock and key;
(d) from time to time examine the medicines in store to assure himself that they are in a fit condition for use;
(e) once in every three months check the stock medicines and test by weight or measurement the quantities entered in the stock book and examine and check the surgical instruments;
(f) be responsible for seeing that all medicines, instruments and hospital stores purchased for the prison are duly and faithfully applied for the use of the prison; and
(g) submit a report to the Inspector General though The Officer In-charge every year in August on the medical and sanitary administration of the prison

169. **Accompanying officer in charge in weekly inspection.** The Medical Officer shall see all prisoners on the weekly inspection by the

Officer In charge. He shall observe the general state of their health, and see that they are clean in their persons and free from disease. He shall examine the records of prisoners' weighment and satisfy himself that the weighments are properly carried out and recorded and that the prisoners clean their teeth and mouth regularly and the necessary facilities for this purpose are adequately provided. He shall examine all prisoners who show substantial loss in weight.

170. **Cleanliness of clothing and bedding in hospital.** The Medical Officer shall take measures to ensure the cleanliness of the clothing and bedding issued for hospital use, and shall make effective arrangements for the boiling, washing and disinfection of these articles.

171. **Bed-head tickets and temperature charts.** The Medical Officer shall cause to be maintained for each patient admitted to hospital a temperature chart and bed-head ticket on which shall be recorded daily short notes about symptoms, treatment and diet.

172. **Cleanliness and other amenities in hospital.** The Medical Officer shall see that the hospital compound is kept as clean and bright as possible. Lawns and flower beds shall be provided and maintained in good condition.

173. **Training of prisoners as nursing orderlies.** The Medical Officer shall select intelligent long-term prisoners as sick attendants, who shall be carefully trained by the Medical Officer before their employment as hospita orderlies.

174. **Electric fans in hospital.** Every hospital ward shall be provided with a sufficient number of electric ceiling fans for the use and comfort of the patients. Where there is no electricity, the Medical Officer shall ensure that this facility is provided in the prison hospital.

CHAPTER - XI
MEDICAL ADMINISTRATION

175. **Medical Officer to record reasons of increase in death rate.** Whenever the mortality in a prison during any month exceeds one per cent, the Medical Officer shall record in the monthly return, reasons as to cause of the increased death rate. If there is unusually high mortality, he shall make a special report to the Officer in charge who shall forward it to the Deputy Inspector General and Inspector General for transmission to Administrative Department, if necessary.

176. **Classification of prisoners according to health.** The health of every prisoner shall be described as 'good", "bad" or "indifferent'. Prisoners on admission to prison who are in immediate need of medical treatment shall be shown as in bad health, unless suffering from trivial and temporary ailment; those who are not fit for hard labour, but do not need hospital treatment, shall be shown as in indifferent health. If a prisoner is in bad or indifferent health, the Medical Officer shall record the cause of the disability, such as enlarged spleen, anaemia scurvy etc, on the history ticket and admission register.

177. **Prisoners received from unhealthy district.** Prisoners received from unhealthy districts shall be kept under special medical observation for one or two weeks after admission, in order that effect of imprisonment and prison diet upon them may be noted. Those addicted to opium or other narcotics shall be placed under medical treatment with close observation in order to purge them of the habit.

178. **Deduction for clothes etc. when weighing prisoners.** When being weighed, male prisoners shall wear shalwar or paint only women prisoners shall be fully attired and deduction made for the article worn.

179. **Result of weighment of prisoners.** (1) After each monthly weighment of prisoners, the Medical Officer shall note the result of weighments in his report book stating:-

(a) the names of the prisoners who have lost weight and the amount lost by each;
(b) the names of those steadily losing weight; and
(c) the reasons in brief for loss in weight.

(2) The Medical Officer is fully empowered to initiate necessary action in this matter and shall himself select a number of prisoners at each monthly inspection for a "check weighment".

(3) All prisoners who have lost 1 Kgr.—361 Gr. or more in weight shall be separately paraded for the inspection of the Medical Officer.

180. **Convalescent and infirm parties.** (1) The Medical Officer shall place in the infirm party all old and infirm prisoners, and in the convalescent party all prisoners who are recovering from serious illness or are otherwise out of condition. Infirm party shall be kept within the hospital enclosure. The prisoners in infirm and convalescent parties shall be allowed extra rest for at least one hour after unlocking and for two hours at midday.

(2) Prisoners in infirm and convalescent parties shall be given such light labour and extra articles of diet and clothing as the Medical Officer considers necessary, which shall be recorded on the prisoner's history tickets. The Medical Officer shall inspect the infirm party daily and the convalescent party once a week. Prisoners suffering from active illness shall be admitted to hospital, and not treated in the convalescent party.

181. **Convalescents and infirms to be weighed weekly.** Prisoners in convalescent and infirm parties shall remain together and shall, ordinarily be kept in hospital. They shall be weighed every week on such day as the Medical Officer may fix and the weighments recorded on the history tickets. The daily average number in the parties shall be shown in the column "remarks" of the monthly return of the sick.

182. **Admission to and removal from the convalescent and infirm parties.** Under the orders of the Medical Officer, the prisoners who have recovered health and no longer require special attention shall be removed from the parties. No prisoner shall be placed in or discharged from the parties except by order of the Medical Officer.

183. **Procedure when prisoner is losing weight.** Whenever an unusual proportion of the prisoners have lost weight, or there is a general tendency to scurvy or to ulceration of the gums and anaemia, or an increase of admissions to hospital from dysentery or other bowel complaints, the Medical Officer shall make careful enquiry to ascertain the cause. The diet of the prisoner shall then be varied by the liberal issue of animal food in lieu of dal; potatoes, onions and radishes may be substituted for a portion of the vegetable supply. Both the Officer in charge and the Medical Officer shall occasionally visit the prisoners while at their meals, and ascertain if there are any complaints regarding the food and if much of it is left unconsumed. If the food appears to be unpalatable due to lack of variety, this defect shall be remedied as far as possible.

184. **Labour and loss of weight.** If the loss of weight is more marked amongst prisoners on one form of labour than on another, the tasks shall be carefully regulated and the prisoners employed on that particular task changed. Prisoners who at three successive weighments are found to be losing weight, or in whom the loss of weight at any weighment is found to be over-2 Kgr.—268 Gr. shall ordinarily be changed to a lighter form of work. On the other hand, the Medical Officer shall guard against being imposed upon by prisoners who scheme to lose weight, by causing such prisoners to be weighed unexpectedly at short intervals.

185. **Prophylaxis against certain diseases.** Prophylaxis against malaria, its sequalae and certain bowel diseases shall be carried out before the season for such diseases.

186. **Provision of Hospital.** In every prison a hospital for the reception of sick prisoners shall be provided.

187. **Prisoners complaining of illness to be examined.** Every prisoner complaining of illness shall be brought before the Medical Officer or any Medical Staff who shall examine him and determine whether he shall be treated as an out-patient or admitted to hospital.

188. **Articles to be supplied to patients.** Each patient shall be supplied with an iron bed, a matteress and a memory foam or air pillow, a pillow cover, two bed sheets, a cotton kurta and pyjama a towel, a woollen jackets in winter and as many blankets or other articles as the Medical Officer deems necessary.

189. **Maintenance of bed need tickets and medical charts.** Over every occupied bed in hospital shall be placed a ticket where shall be recorded full particulars of the history and examination of the patient, the progress, diet and treatment of the disease. In a case of dysentery, it shall be noted whether the prisoner suffered from the infection in his own home or had acquired it in the prison, and in every case of fever a record of the temperature shall be kept on the temperature chart. Suitable clasp frames for holding these tickets shall be provided.

190. **Cleanliness of clothing and bedding.** The Medical Officer shall take measures to ensure the cleanliness of clothing and bedding. A proper place for washing and boiling soiled clothes shall be provided in every prison. Blankets and woolen jackets shall be frequently exposed to the sun and washed in phenyl solution, if considered necessary. Similarly hospital clothing and blankets, etc., shall be treated separately.

191. **Sick prisoners to bath daily.** Prisoners in hospital who are not too ill, shall bathe daily or at such times as the Medical Officer may direct.

192. **Feeding of Sick prisoners.** Sick prisoners shall receive special meals a day as may be determined by the Medical Officer and arrangement for their diet for sick prisoners shall be regulated in accordance with the Regulations. There shall be a separate kitchen in the hospital enclosure, a special cook appointed and suitable brass or aluminum vessels provided for the preparation of food for the sick. Arrangements shall be made for the frequent feeding of sick prisoners and for having milk constantly ready. The feeding of the sick and in firms, etc., shall take place in the presence of the prison employee in the control of Medical Officer.

193. **Convalescent prisoners to do light work.** As certain amount of physical exertion is an important factor in the maintenance and improvement of health, and keeps the mind occupied, prisoners who are convalescing may be provided with some light work preferably in hospital without prescribing any definite task

194. **Intimation of Serious illness to relatives.** When a prisoner is seriously ill, intimation shall be sent to the relatives and in the case of unsentenced prisoners to the Court concerned also, for informing his relatives. Ordinarily intimation shall be sent through telephone.

195. **Treatment of infectious disease.** (1) Prisoners suffering from any infectious disease shall be treated by way of separate confinement. After the recovery or death of patient, his clothing, bedding etc., shall be thoroughly disinfected or destroyed and the room in which the case occurred, or was treated, shall be thoroughly cleaned and disinfected according to the nature of case. The Medical Officer shall give written directions for the segregation of prisoners suffering, or suspected to toe suffering, from infectious diseases for cleaning and disinfecting any confinement place and for disinfecting or destroying any clothing or bedding.

(2) Before removal for burial, the body of any prisoner who dies of cholera, smallpox or other communicable diseases shall be wrapped in sheet saturated with one part of corrosive sublimate in 1000 parts of water or some other strong disinfectant. Such corps shall be disposed, of with the best possible delay and surrounded with an ample supply of quick lime.

196. **Report on case of epidemic disease.** When a case or any epidemic diseases occurs in a prison, it shall be reported by Fax or Email or any electronic means to the Deputy Inspector General and Inspector-General and the District Health Officer including Medical Superintendent of Civil Hospital of the district concerned as well as to the Officer In charge of neighboring prisons, the nearest Civil and Military authorities and the District or Municipal Health Officer in whose jurisdiction the prisoners situated. If other cases follow a daily report of the progress of the disease and the measures taken to meet it, it shall be sent to the Officers mentioned above. The report shall be submitted daily for fifteen days after the occurrence of the last case.

197. **Precautions in cholera disease.** A case of cholera or suspected cholera or any epidemic shall at once be inoculated with a full dose of 1.c.c. of anti-cholera vaccine, and similar arrangements shall be made as soon as possible to inoculate the rest of the prison population. The Medical Officer shall take immediate steps to ensure that the water-supply is protected from any possible contamination and all open wells shall be chlorinated with bleaching powder. The cook-house shall be inspected by him personally. The sanitary arrangements shall receive special attention and all latrines and open drains shall be kept scrupulously clean and liberally sprinkled with lime. The issue of raw vegetables and fruits shall be temporarily stopped.

198. **Disinfection of Place.** The floor and walls of the room where a case of cholera or any epidemic disease has occurred shall be disinfected with some strong disinfectant. Similar disinfection of the latrines used by the patient and any place where he may have vomited or passed excreta shall be carried out. Earthern vessels used by the patient shall be burnt and destroyed. Metal utensils shall be treated with fire or boiling.

199. **Precautions when epidemic disease is prevalent.** In the event of the outbreak of an epidemic disease in the vicinity of the prison, care shall be taken to prevent communication of disease to the prisoners, either through new admissions or by prison staff. Newly admitted prisoners, whether under-trial or convicted, shall be kept in quarantine. If the disease is preventable by inoculation *(e.g.,* cholera, plague, etc), it shall be carried out forthwith.

200. **Avoidance of Damp and Chills.** (1) Damp and chills shall be avoided. The numbers confined in each confinement place shall be reduced by as deems necessary.

(2) Civic water agencies shall be responsible to provide, operate, maintain and repair the water sources meant for prisons.

201. **Food Supplies and vessels to receive attention.** Food shall be constantly inspected to ensure that it is of good quality, cleanly prepared and well-cooked. The issue of uncooked food, raw vegetables and fruits shall be temporarily suspended. The cook-house shall be closely supervised by the Medical Officer and all refuse shall be removed and burnt in an incinerator. The drains from the cook house shall be cleaned daily and liberally dust with bleaching powder. The cooks shall be inoculated against cholera and small pox. A close watch shall be kept on their state of health.

202. **Strict attention to sanitary matters.** Strict attention shall be paid to all sanitary arrangements, especially to conservancy, care being taken that the latrine pans are cleaned immediately after use. The number of sweepers shall be increased so as to cater for the proper needs.

203. **Investigation as to the origin of the first case.** In any epidemic it is of the greatest importance to ascertain all the circumstances connected with the occurrence of the first case, and a very careful investigation shall be made in order to discover, it possible, how it originated. Such enquiries, if delayed, are usually unsatisfactory.

204. **Measures against small pox.** (1) In the case of small-pox the patient shall be segregated and treated in a separate confinement or tent in a remote part of the prison. The contacts shall be vaccinated at once and segregated for fifteen days. The Medical Officer will take immediate steps to vaccinate the entire staff and all the prisoners.

(2) The clothing and personal effects of small-pox patients should be thoroughly washed in a strong disinfectant and thereafter disinfected in a high pressure steam disinfector or thoroughly boiled.

(3) The confinement places in which a case of small-pox has occurred shall be vacated at once, the floors and berths washed with a disinfectant and the walls white washed and the door and windows left open for a week when it may, if necessary, be re-occupied.

205. **Measures against plague.** To prevent the occurrence of plague, the systematic destruction of rats, more especially in grain godown and food stores, shall be carried out throughout the year. The measures, in respect of the segregation and treatment of the patient, the evacuation of infected confinement places and the disinfection of clothing are similar to those detailed in the case of smallpox, but on the appearance of plague in a prison, the staff and prisoners should be inoculated with anti-plague vaccine, a supply of which can be obtained from the District Health Officer.

206. **Measures against certain disease.** In the case of louse-borne diseases, relapsing fever and typhus, the detection of the first case shall be followed by measures similar to those detailed in the case of plague so far as the isolation and treatment of the patient is concerned. The clothing and personal effects of the patient and contacts shall be disinfected in a steam pressure disinfector and the contacts shall be kept under observation for a week. In the event of the occurrence of further cases, the "de-lousing" of the prison population shall be carried out, and repeated once a week until the disease is brought under control.

207. **Officers of health to be consulted in certain matter.** (1) The District Health Officer being the official adviser in all matters of health, he or any officer under his control or the nearest District or municipal Officer Health shall be consulted at once when any infectious disease or obscure sickness becomes prevalent or threatens to become, prevalent in the prison.

(2) Anti-Mosquito sprays shall be weekly or as and when often required shall be carried out by District Health officer in the Prisons.

(3) Campaigning of stray dogs shall also be carried out by District Municipal Administration shall be carried as and when required in or vicinity of Prison.

CHAPTER - XII
ACCIDENTS, DEATHS AND DISPOSAL OF THE DEAD

208. **Officer Incharge to take precaution against death by accident or suicide.** Officer In charge and Deputy Superintendents shall take every precaution against death by accident or suicide in their prisons and the following instructions shall be carefully followed:-

(I) When prisoners are employed on digging earth for clay or any other purpose, the Deputy Superintendent shall take steps to guard against the undermining of earth banks and see that the work is carried out in such manner as will make accidents from falling earth impossible.

(ii) Whenever prisoners are employed in dangerous places where accidents are likely to occur (as on the roof of a building or top of a ladder or wall), either a rope shall be tied round their waste and fastened to a secure place or some other suitable device, such as the erection of a scaffolding underneath, shall be adopted, so as to ensure the safety of the prisoners.

(iii) As a precaution against accidents as well as suicide, all wells inside the prison shall be provided with a grated door which shall be kept locked. The In charge custody of a party of prisoners working on a well, before he leaves the well, shall close and lock the door of the grating. Prisoners shall on no account be employed inside a well for any purpose.

(iv) Prisoners suspected of suicidal tendencies shall be carefully watched and be kept under the constant supervision of any suitable Junior Prison Officer.

(v) Before a prisoner is put in a cell, the prisoner as well as the cell shall be carefully searched and all implements and appliances likely to facilitate suicide shall be removed.

209. **Death.** On the death of a prisoner, the Officer In charge shall cause to inform nearest relatives or friends of the deceased, if he is a local man, through a messenger, otherwise by any advance means shall send a copy to the District and Sessions Judge of the district to which the deceased belonged. The prisoner's warrant duly endorsed, shall be returned to the Court concerned.

210. **Sudden or violent death or suicide.** Any officer present shall immediately report the occurrence of any sudden or violent death or death from suicide to the Officer In charge and the Medical Officer. The body shall be left in the position in which it was found pending the arrival of the concerned Magistrate and the Medical Officer. If it is not certain that life in extinct immediate measurers shall be taken to give relief and to restore animation and for this purpose the body may, if necessary, be removed to a more convenient place.

211. **Report of Death to be made to the Magistrate and Police.** In every case of sudden, unnatural or violent death or supposed suicide, or whenever there is any doubt or complaint or question concerning the cause of death of any prisoner, or whenever any prisoner dies from the effect of punishment or injury, a report shall forthwith be made to the concerned Police Station and Magistrate who shall hold an inquest inside the prison under section 174 of the Criminal Procedure Code and ask the Medical Superintendent to conduct the post-mortem examination. The Magistrate and the Medical Superintendent shall forward their reports to the officer in charge. A report of such death shall also be made to the Officer In charge of the nearest Police Station.

212. **Report to be made to Deputy Inspector General and Inspector General.** The Officer In charge shall, in every instance in which an inquest may be held on the body of any prisoner submit a full

report of the circumstances of each case to the DIG and Inspector-General together with a copy of the findings of the Magistrate who conducted the enquiry.

213. **Post mortem examinations.** In every case of illness which ends fatally, the Medical Officer shall also see the body of the prisoner, and shall record full particulars of the cause of death in his Report Book. When there is any doubt regarding the cause of death, the Medical Officer shall get a post-mortem examination conducted. In the event of several deaths occurring from any prevailing disease, a post-mortem examination shall be made only in one or more selected cases.

214. **Officers empowered to make post-mortem.** The following officers are empowered in view of section 173(3) of the Criminal Procedure Code to conduct postmortem examination:-

(a) District Medical Superintendent.
(b) Medical Officer incharge of a Civil Hospital.
(c) Police Surgeon,

215. **Conditions under which body is made over to friends.** (1) The body of any prisoner **who dies in prison or is executed**, shall be made over to the friends or relatives of the deceased, if claimed by them before the body has been disposed of by burial or cremation, unless there are special reasons to the contrary, e.g., the prisoner has died of any infectious disease, or if there are grounds for supposing that the prisoner's funeral will be made an occasion for a demonstration.

(2) The friends or relatives of a deceased prisoner making application for the body after burial, shall be referred to the concerned Magistrate who shall be informed whether the deceased prisoner died of any infectious disease, how long he has been dead and whether in the opinion of the Medical Officer of the prison, the body can be exhumed and removed with safety or without becoming a nuisance to the public.

Explanation-1. Nobody can lay claim to a corpse as it is not property.

Explanation-2. When a prisoner dies, his sentence ceases. If the body is not made over to the friends or relatives of the deceased, it merely remains to dispose it of in a suitable and decent manner

216. **Disposal of body not made over to friends or relatives.** The body of any prisoner dying or executed in prison, not made over to the friends or relatives of the deceased, shall if the deceased was -

(a) a Muslim, be buried in the grave-yard with the prescribed Islamic rites, or

(b) a non-Muslim, be cremated or buried in the prison burial ground in accordance with the rites of his faith.

Explanation-1. All religious rites connected with the death of Muslim shall be observed on the death of a Muslim prisoner. The articles required for ritual should be obtained through local purchase. The services of the local grave digger may be hired. Funeral prayers for the dead should be held in which staff should join. A Suitable amount under necessary head shall be sanctioned by the Government for the purpose.

Explanation-2. In case of Christians, intimation shall be sent to the local Church, if one exists.

217. **Burial ground for every Prison.** There shall be a burial grounds, attached to every prison, distinctly marked off from the surrounding ground by a wall, ramp or hedge, and it shall be used for the disposal of the bodies of Muslim prisoners only. A separate portion in the burial ground shall be set apart for the burial or cremation of the bodies of non-Muslims.

218. **Selection for Burial Grounds last for fifteen years.** The land selected for a burial ground shall not be in the immediate vicinity of the prison or any centre of population and not near the source of any drinking water supply; it shall be ensured that the prevailing wind does not blow from it towards the prison and that sufficient ground is available for all the requirements for at least fifteen years.

219. **Matter concerning graves, grave-yards, burial and cremation.** (1) The burial ground shall be kept clean and tidy and free from jungle and the graves disposed in regular rows; so as to economize space. Each grave shall be marked with the name and the register number of the prisoner.

(2) The growth of grass above the graves should be encouraged, but it shall be kept trimmed. Quick growing trees shall be planted above the ground.

(3) The Officer In charge and the Medical Officer shall occasionally visit the burial ground to satisfy themselves that it is properly kept.

(4) No grave shall be less than five feet deep. While filling in a grave the earth shall be well pressed down to protect the body from the depredations of animals and the earth shall be heaped up on foot above the surface of the ground.

(5) Special care shall be taken that the body disposed of by cremation is completely consumed and its ashes are buried.

CHAPTER - XIII
ESCAPES AND OUT-BREAKS

220. **Provisions for raising an alarm.** The main gate of every prison shall be provided with a bell or gong or siren with which to raise alarm. Any Junior Prison Officer shall be detailed as bugler and he shall remain present near the main gate at all times. When prisoners are working in large numbers either inside or outside the prison, at a point so distant that a Junior Prison officer's whistle sounded at such place cannot be heard by the main gate sentry or the gatekeeper, a gong or other reconverted means of rapidly conveying information of any untoward occurrence shall be provided.

221. **Steps to be taken in the event of escapes or out-breaks.** Immediately a prisoner is found to be missing or making an attempt to escape or any other disturbance taking place or appearing imminent, it is the duty of the officer, who first notices the incident, to blow his whistle continuously. He shall continue to blow his whistle and every officer hearing the whistle shall blow his own whistle and continue blowing it till the continuous sounding of the alarm bell, siren or bugle at the main gate shows that the information has reached there. The gate sentry on hearing the whistle, or a bell or gong sounding the alarm in any part of the prison or its neighborhood, shall repeat the alarm by continuously sounding the bell, siren or gong till the whole establishment is thoroughly alerted. The bugler shall also sound the alarm on his bugle.

222. **Duty of gate-keeper.** The gate-keeper shall, as soon as he hears the whistle blow continuously or receives information of any prisoner having escaped or attempting to escape or of an out-break or disturbance having taker place or being imminent, order the sentry to sound an alarm, and shall sent immediate information to the Deputy Superintendent and the Officer In-charge.

223. **Duty of sentry.** The sentry at the main gate shall sound the alarm by loudly ringing the alarm bell when ordered to do so by the gate-keeper or on his own initiative if he has reason to believe that an outbreak or disturbance, an escape or an attempt to escape is occurring or is about to occur.

224. **Intimation of incident at the main gate.** The Junior Prison Officer on duty at the place where the alarm originated shall dispatch his subordinate with all haste to the prison gate, to convey such information as is known regarding the nature of the occurrence that has or is about to take place, so that the Deputy Superintendent or Officer Incharge may be in a position to direct operations accordingly. In the case of an escape, the prisoner's name, the place where last seen, the probable direction in which he escaped and the part of the prison or the prison precincts from where he disappeared, will all be valuable information leading to his recapture. In the event of a disturbance, the place in which it occured and the approximate number of prisoners engaged in it, will enable the officer-in-command to dispose of his forces in the most effective manner for its suppression. The Deputy Superintendent shall at once send intimation of the cause of the alarm to the Officer In-charge.

225. **Promptness in raising an alarm.** It is imperative to raise the alarm at once without any loss of time. When a prisoner is found to be missing or a disturbance has broken out or is on the point of breaking out, no attempt at search or suppression shall be made, till measurers are first taken to raise the alarm. The fact that the missing prisoner was found or the disturbance put down without having recourse to an alarm, shall not be accepted as an excuse, in any way, for neglect of this important duty.

226. **Arming of officers and staff at alarm.** On hearing an alarm, all prison officers excepting Junior Prison Officers already on duty shall, no matter where or how engaged or whether, in proper uniform or not, forthwith assemble at the main gate. The Junior Prison officers shall fall in near the armoury and be armed as quickly as possible with necessary arms and ammunition.

227. **Disposal of Junior Prison Officer at an alarm.** The procedure to be followed by the Deputy Superintendent or other senior officers present must necessarily depend on the character of the occurrence with which he has to deal. In all cases, however, a sentry shall be posted on the roof of the main gate and other position of advantage where he can command a view of the interior of the prison. Certain number of pickets, each under the charge of any Junior Prison Officer, shall be despatched to take up positions around the main wall in and outside the prison, in order to prevent any attempt on the part of the prisoners to scale the walls in that direction or any attempt of disturbance or attack from outside. Junior Prisor Officer in need of assistance shall fire a shot in the air to intimate the fact. A few men shall be kept in reserve to render assistance at any point where their services may be specially required, with instructions to proceed to the spot from where the sound of a rifle shot comes. The disposal of the remaining men will depend on circumstances.

228. **Collection and checking of the prisoners.** Incharge custody of prisoners inside the prison shall collect the prisoners where they are at work and shall lock them up in the nearest barrack or cell or appropriate confinement place. All prisoners locked up in barracks or cell or any other confinement place shall be counted by the incharge custody. The prisoners shall sit silently till the alarm is over. In charge custody, after looking up the prisoners in their charge, shall, unless otherwise directed, remain on duty outside the barracks or factories in which the prisoners have been locked up.

229. **Duty of Deputy Superintendent or Assistant Superintendent before the arrival of The Officer In-charge.** Pending the arrival of the Officer In-charge, the Deputy Superintendent or the Assistant Superintendent shall act in accordance with the following instructions:-

(I) If it is a case of escape or disturbance outside the prison, the Deputy Superintendent shall rush to the spot along with his spare men. He shall detail search parties under charge of Assistant Superintendent's and other responsible officers in search of the missing prisoners or to take measures to quell the disturbance as the case may be, using his powers with discretion and effecting his object with as title display of force as is necessary under the circumstances.

(II) Should it be a case of riot or disturbance inside the prison, and the sentry on the main gate roof reports that the vicinity of the main gate is clear, he shall take remainder of the guard inside the prison, and in the event of an outbreak proceed to the scene to put it down. If the circumstances are such to necessitate immediate action, he shall warn the prisoners or person three times in a loud voice that if they do not submit at once and disperse peacefully, they shall be fired upon. If the circumstances are such as do not admit of delay, the warning need not be repeated. If, upon being warned, the prisoners or person do not submit and disperse, and if there appears to be no other immediate means of quelling the disturbance, he shall order the guards to fire upon them. The firing shall cease the moment the prisoners or person disperse or yield. Firing shall be done with intent to wound and not to kill.

230. **Officer in charge to assume charge of operations.** The Officer In-charge on arrival shall assume charge of the operations.

231. **Use of arms against prisoners or person.** (1) The following rules regulating use of arms against any prisoners in case of an outbreak or an attempt to escape:-

(i) An officer of the prison may use necessary arms and ammunition against any prisoners escaping or attempting to escape; provided that resort shall not be had to the use of any such weapon unless such officer has reasonable grounds to believe that he cannot otherwise prevent the escape.

(ii) Any officer of the prison may use arms and ammunition against any prisoner engaged in any combined outbreak or in any attempt to force or break open the outer gate or enclosure wall of the prison, and may continue to use such weapon so long as such combined outbreak or attempt is being actually prevented.

(iii) Any officer of the prison may use necessary arms and ammunitions to prevent the violence to any officer of the prison or other person; provided that such officer has reason to believe that the officer of the prison or other person is in danger of life or limb, or that other grievous hurt is likely to be caused to him.

(iv) Before using arms and ammunitions against a prisoner under this rule, the officer of the prison shall, except where circumstances make such course impossible, give a warning to the prisoner, that he is about to fire on him.

(v) No officer of the prisoners shall, when a superior officer is present, use any arms against a prisoner under this rule except under the orders of such superior officer.

(2) The provision of sub-rule (1) shall mutatis mutandis apply to the persons other than prisoners who commit outbreak or attack the prison or prisoners, abetment in escape or attempting to escape, endager or jeopardize the security of the prison and prisoners.

232. **Steps to be taken at escapes.** (1) In the event of all escape, the Deputy Superintendent shall immediately form search parties of Junior Prison Officers and conduct a thorough search of the prison premises for the missing prisoner.

(2) If a prisoner working outside the prison escapes the incharge custody of the party shall immediately raise the alarm by blowing his whistle and pursue the prisoner only if he is in sight, leaving the party in the charge of his subordinate. Such Junior Prison Officer shall then immediately march the gang at the double to the main gate, and inform the gatekeeper of the occurrence and have the alarm sounded at once.

(3) In the case of an escape or attempt to escape at night, if it appears probable that the prisoner is still lurking within the prison, the Junior Prison Officer with torches shall be posted at intervals inside the enclosure walls and the remaining divided into two parties each with torches, one to search inside and the other outside the prison.

Note.- Torches ready for use and sufficient battery cells should be kept in a box at the main gate.

233. **Gate sentry to defend gate and protect officers.** It shall be the duty of the gate sentry at times of alarm to defend the gate and to protect any officer of the prison or other person to whom a prisoner may be actually using violence.

234. **Precautions to be taken in case of disturbance.** In case of a disturbance, the Officer-in-charge shall keep his men together in line and not allow them to approach the body of prisoners or persons nearer than thirty yards, at which distance he is in the best position to deal with the rioters. A few Junior Prison Officers shall in all cases be armed with batons and supplied with necessary restraints to arrest and secure any ring leaders or persons or escaping prisoners.

235. **Absolute silence to prevail at an alarm.** Absolute silence shall be observed at an alarm and all the details carried out in an orderly and systematic manner. Junior Prison officer who have to take charge of detached parties of men, shall be instructed beforehand of the duties required of them, so that they may know exactly what to do and where to go to when the alarm is sounded without waiting for instructions

236. **Conclusion of alarm.** The alarm shall be concluded by blowing 'the retire' on a bugle or sounding the alarm gong as a signal for all officers to return and fall in at the main gate, where a roll call shall be held and the names of the officers who were absent or late in turning up noted for necessary action. The Deputy Superintendent shall note in his report book the date and time of the alarm and the cause for it.

237. **Assistance from district authorities.** (1) The Officer In-charge shall, in consultation with the Officer In-charge of Police make such arrangement for a concerted plan of action in the case of an outbreak or attack or escape, as may seem advisable.

(2) The Deputy Superintendent shall, on the occurrence of an escape or attack or outbreak, send word to the Officer In-charge of the nearest police station.

(3) In the case of a serious riot or combined in subordination amongst the prisoners, the Officer In-charge shall immediately inform the Court and the Officer In-charge of Police who shal afford all possible assistance to the Officer In-charge if required by him.

(4) In case of an escape or attack or an outbreak, intimation shall be sent by telephone to the District Police lines for assistance in the recapture of the prisoner.

(5) Whenever it is necessary to place prisoners in confinement in any place without the walls of the prison, the Officer In-charge shall apply to the Officer In-charge of Police for such police guard as may in the opinion of the latter officer, be necessary and shall supply such guard accordingly.

(6) In every case in which any prisoners are guarded by the police under the provisions of the preceding sub-rule, the responsibility for the sole custody of the prisoners shall rest with the police.

(7) If from any cause any prison at anytime become temporarily insecure, The Officer In-charge shall inform the Officer In-charge of Police of the fact, and it shal be the duty of that officer to supply such police guard as he may think necessary to provide for the safety of the Prison and prisoners until the prison is made secure.

238. **Notice of an escape to be sent to Police Officers.** When an escape has taken place and attempts at recapture have been ineffectual immediate notice shall be sent to the Officer In-charge of Police and to the Court, together with a descriptive roll of the prisoner giving all the information available, including his usual place of residence, etc. If the prisoner belongs to a district other than that in which he was confined, similar reports and descriptive roll shall be sent to the Court of that district, the Officer In-charge of Railway Police and the Court of all the districts he is likely to traverse on his way to his home. The information may also be sent by electronic means to the Police of other districts.

239. **Report to the Inspector-General and Home Secretary.** (1) The Officer In-charge shall immediately report, by electronic means, the occurrence of an escape or any other serious unusual event, to the Inspector-General through Deputy Inspector General and the Home Secretary.

(2) A brief report of every escape shall be submitted to the Inspector-General. The Officer In-charge shall conduct an enquiry as soon as after the occurrence as possible and shall forward a detailed report to the Inspector-General along with his findings. A copy of the relevant document in the case of a prisoner tried for escape shall also be submitted to the Inspector-General. In the case of escapes not entirely due to negligence, but in part to some defect in the buildings or in the method of guarding, it is necessary to point out such defects clearly.

(3) A report of the recapture of a prisoner shall be made to the Inspector General giving particulars of the date and circumstances of recapture and such additional details of the escape as may be elicited from the prisoner.

(4) Every attempt to escape, and the particulars in each case, shall be reported to the Inspector-General along with the descriptive roll of the prisoner.

240. **Alarm parades.** (1) The Officer In-charge shall hold a practice alarm parade once in three months at least once in a month and where necessary more frequently at unspecified hours of the day without previous warning uncertain times of the day, without previous warning. It shall be started from any part of the prison where prisoners usually work. As an alarm may be raised at any time, it is important that staff and prisoners shall not know whether it is merely for practice, and the same attention shall be given to details on each occasion to accustom every officer to the different circumstances which they may be called upon to deal and test their preparedness to turn out at short notice. Report of the alarm parades held shall be submitted to the Inspector General through Deputy Inspector General at the end of every quarter stating therein the names of the defaulters and action taken against them.

(2) At least once in the year once in each quarter one alarm parade shall be held at night.

241. **Reward for recapture.** (1) The Officer in charge may recommend any person for grant of suitable reward by the Inspector-General after the consideration of all the circumstances and for the recapture of any escaped prisoner.

(2) The Inspector General is empowered to grant cash reward for the recapture of any prisoner.

(3) The reward for the recapture of a prisoner who escapes from police custody shall not be paid by the service, but the case may be referred to the Police Department for consideration of reward.

Explanation-I. Any Government servant may receive without special permission any reward offered for the arrest of a criminal.

Explanation-2. When two or more persons have been instrumental in recapture of an escaped prisoner, the reward shall be divided amongst them in such manner as the Inspector General may direct.

242. **Reward for a prisoner preventing an escape.** Every prisoner who assists in anyway whatsoever in preventing an escape shall also be rewarded with cash award by officer in charge.

243. **Procedure on recapture of a prisoner.** (1) On the recapture of a prisoner, the fact shall be notified to all officers who have been addressed uncer rule 237.

(2) A recaptured prisoner may be admitted into and detained in prison on the authority of his original warrant, the time he was at large shall not count as sentence served.

244. **Restraints for recaptured prisoners.** (1) A prisoner who hac escaped from prison may on recapture, be placed in necessary restraints.

(2) The period for which he may be kept in restraints shall be fixec up by the Officer In-charge having regard to the circumstances of the escape. An order imposing restraints under this rule shall be subject tc review by the Inspector General at the time of his inspection of the prison.

245. **Documents relating to escaped prisoners.** (1) The conviction warrant of an escaped prisoner shall be retained in the prison office for a period of ten years from the date of escape, after which it shall be returned to the issuing Court and the name of the escaped prisoner struck of the prison record.

(2) The remand or committal order of an under-trial or civil prisoner who has escaped from prison shall be returned to the Court concerned with an endorsement to this effect.

246. **Note on history tickets.** A brief note shall be made on the history tickets of all sentenced prisoners recaptured after escape from prison. It shall state the date, the nature of escape, whether it was from inside or outside the prison and if it was during the day or night. Any other important facts relating to the escape may also be noted.

247. **Construction of the outer wall of a prison.** (1) The outer wall of every prison shall be rounded on top, cornices, projections of any sort or broken glass only afford a hold for a blanket or cloth. At every junction of a partition wall with the outer wall and at every angle in the outer wall, a sufficient addition shall be made to the height to prevent the possibility of any prisoner scaling the walls at these places.

248. **Report of assaults of disturbance. Certain prisoners not to be entrusted with knives etc.** (1) A full report of every serious assault committed by a prisoner as an officer of the prison and of every serious disturbance or combined out-break amongst prisoners shall be submitted to the Inspector-General.

(2) Prisoners of a sulky, morose or violent temper shall on no account be entrusted with a knife or other implement which can be used as a weapon of assault.

(3) All locks in use in a prison shall be examined daily and any lock found defective shall be put up before the Deputy Superintendent who shall immediately replace it with a serviceable one.

(4) Even in case of a cognizable crime which is to form the subject of police and magisterial enquiry and subsequently ends in a criminal trial, the Officer In-charge shall at once conduct an enquiry, and submit his report to the Inspector-General with special reference to prison discipline and rules. If he finds that any officials is at fault, he shall state how he proposes to deal with them

CHAPTER – XIV
GENERAL RULES RELATING TO PRISON OFFICERS AND EMPLOYEES

249. (1) Every officer shall at all times avoid all conduct likely to unduly irritate or annoy any prisoner, and shall treat every prison humanly and with fact, good temper, and strict impartiality. He shall listen, without displaying impatience or irritation, to every complaint or report which any prisoner may at any time make to him, and shall show all such kindness and consideration to every prisoner as is compatible with the firm and effective, discharge of his duties.

(2) Subject to the foregoing provisions every officer shall firmly maintain strict discipline and enforce all rules, regulations and orders applicable to the discharge of his duties. It is important that every complaint made by a prisoner shall be listened with attention, so that, if genuine, the grievance may be redressed or remedied, and there shall not be any just cause for discontentment.

(3) Service matters expressly provided under the Act, these rules and regulations shall precedence over Civil Servant Act 1973 and rules framed thereunder and in case of inconsistency, former shall prevail.

250. **General guideline for every prison officers for security measures.** All Prison officers are expected to ensure that sufficient mechanism of physical security, Procedural security and dynamic security is placed and working properly at every Prison.

Explanation. Physical security means physical barrier or fence or physical form of deterrence which deter and prevent escape; (2) Procedural security means robust system of security procedure is established and applied in consistent manner; and (3) Dynamic security means staff shall be encouraged to build effective professional relationship with prisoners.

251. **Authority to use force.** (1) No officer shall, at any time, under any circumstances or under any pretext, strike any prisoner or person otherwise than in exercise of the right of private defense or in pursuance of his duty in giving effect to punishment lawfully inflicted or to any other provision of law.

(2) No officer shall, in the discharge of his duties, at any time use more force than is absolutely necessary for the purpose of enforcing the law and carrying out his duties.

(3) A Prison Officer while carrying out the purposes of section 26 of the Act and these rules shall by virtue of his office have all the powers, authority, protection and privileges of, and deemed to be, a Police Officer.

252. **Officer not to be interested in Prison Contracts.** No officer shall directly or indirectly be concerned in contract or agreement for the supply of any article to the prison, not receive directly or indirectly any fee, gratuity, present or loan from any contractor or supplier, or from any prisoner, prisoner's relative or friend or any person visiting the prison.

253. **Prisoners to be punished only by the Officer In-charge, improper language to be avoided.** (1) No officer of a prison, other than the Officer In-charge, shall at any time award any punishment to any prisoner or, otherwise than in accordance with law and the orders of The Officer In-charge, inflict any punishment on any prisoner.

(2) No officer of any prison shall use violent, abusive, insulting or unnecessarily irritating language to any prisoner.

254. **Private employment of prisoners.** Prison officers are prohibited from employing any prisoner directly or indirectly for their private benefit or advantage or of any other person except in a regular way by placing a proper order for the manufacture of an article.

255. **Report of misconduct and breach of rules.** Every officer shall forthwith report to the Officer In-charge or other superior officer any misconduct or deliberate breach of any rule or regulation on the part of any officer under his control or of any prisoner which may in any way come to his knowledge

256. **Duty of all officers to prevent and report escapes and breaches of discipline.** (1) It shall be the duty of every officer to do all lawful acts which may be necessary, and to exercise the utmost vigilance, for the purpose of preventing any prisoner from breaking out of prison or escaping or from creating any disturbance or riot, or from doing any other violent or disorderly act.

(2) Every prison officer is required to take all lawful measures to prevent the commission of any prison offence and breach of discipline and to enforce all rules, regulations and orders for the time being in force in regard to conduct and discipline of the prisoners and the administration of the prison. He is required to report, at the earliest opportunity, to superior authority every breach or attempted breach of discipline on the part of prisoners.

257. **Prohibition against entering cell at night.** No officer shall enter a cel or barrack occupied by any prisoner at night unless accompanied by another officer and then only in case of emergency.

258. **Application of rules to Junior Prison Officers and others.** Unless there is anything inconsistent contained in any rule relating to any officer or class of officers, or repugnant to the subject or context, the rules shall be applied to Junior Prison Officer or employee as the case may be.

259. **Certificate of fitness for employment.** (1) No candidate for employment as a Junior Prison Officer or employee shall be entertained, unless and until the Medical Officer of a prison or a Medical Superintendent certificate that he is med cally fit.

(2) Every Officer shall be vaccinatec on appointment and re-vaccinated whenever considered necessary.

260. **Appointment to be on probation: Section 31 of the Act to be read out.** (1) Unless in any case the appointing authority for any sufficient reason, otherwise directs, every person appointed as a junior Prison Officer shall be deemed to have been so appointed on probation, and subject to confirmation in the event of his being found to be in every respect efficient and fit.

(2) The provision of section 31 of the Act shall be read out and explained to every person appointed as a Junior Prison Officer, whether temporarily or permanently, at the time of his appointment and he shall be required to affix his signature on a written acknowledgement or Affirmation Roll that the provisions of this Section have been understood by him.

(3) Every wing personnel on appointment shall enter into an agreement not to resign from service for two years.

261. **Conditions of service.** (1) It shall be deemed to be a condition of the employment of every Junior Prison Officer and Junior Employee that he shall be liable, at the discretion of the Inspector General, to serve in any prison to which he may at any time be transferred or appointed, whether in the same or any other capacity.

(2) Every wing's personnel shall be liable to serve at any place.

(3) No Junior Prison Officer & Junior Employee shall be posted to a prison, other than a Central Prison, in his home district without the sanction of the Inspector General.

(4) No person shall be employed as a Junior Prison Officer or Junior Employee in any prison where any relation of his is confined as prisoner or employed as a Junior Prison Officer or Junior Employee, without the previous sanction of the Inspector General.

(5) It shall be the duty of every candidate for employment and of every Junior Prison Officer or Junior Employee to forthwith inform the Officer In charge if he is in any way related to or connected with another officer employed in the same prison, or with any prisoner confined in that prison.

262. **Prohibition against employment of persons dismissed or punished criminally.** (1) Persons who have any time been dismissed from Government Service shall not be employed in the Prison Service without the special sanction of Government. The Government shall be given a full statement of the facts relating to such dismissal.

(2) Persons who have any time been convicted of any offence against the Criminal Law and punished with imprisonment shall not be employed in the Prison service without the special sanction of the Inspector General.

(3) Only persons of good conduct and respectable character shall be employed as Officers.

263. **Disclosure of previous conviction.** (1) Before any person is temporarily or permanently appointed as officer, he shall be required to make a declaration that he has not at any time been dismissed from Government service or convicted of any offence and punished with imprisonment.

(2) If any such person has been so dismissed or convicted and punished, he shall 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.

264. **Prohibition against business and pecuniary transactions.** (1) No officer shall directly or indirectly engage in any business or employment other than his legitimate duties.

(2) No officer shall lend money to, or borrow money from, enter into any pecuniary transaction with, or incur any obligation in favor of any other officer or any prisoner.

265. **Residential quarters.** To ensure proper security and management at every prison or any other place -

(i) rent free residential quarters shall be provided to every Officer of the Service;

(ii) every officer for whom the residential quarters are not available at a prison or a place where his duty is required the he shall reside within such distance as directed by the officer in charge.

266. **Leave to Junior Prison officers or employee.** (1) No Junior Prison Officer leave prison at any time, without the permission of the Deputy Superintendent, if such officer is subordinate to him, and, in any other case, of the Officer in charge, be absent from the prison premises, whether by day or night.

(2) The Deputy Superintendent shall not, without the sanction of the Officer In charge, grant leave of absence to any Junior Prison Officer, or permit any Prison Employee to remain absent, for any period exceed four hours at any time.

(3) Whenever any leave is granted by the Deputy Superintendent to any Junior Prison Officer or Junior Employee, he shall, at the time the leave is granted, record the fact, and the period of leave in his report book.

(4) Every Junior Prison Officer or Junior Employee shall immediately on return from leave report the fact to the Deputy Superintendent who shall forthwith record his arrival in his report book.

(5) The Deputy Superintendent shall similarly record in his report book, all leave granted by the Officer in charge and all reports made of return from leave.

267. **Absence caused by illness or other unavoidable case.** Whenever any Junior Prison Officer or Employee is at any time prevented by sudden illness or other unavoidable cause, from attending the prison or performing his duties, he shall forthwith give notice to the Officer In charge along with his reasons for absence. The Officer In charge shall then make suitable arrangements for the due performance of his duties.

268. **Acquaintance with rules and regulations.** It shall be the duty of every officer to make him thoroughly acquainted with the duties of his office and all rules and regulations. He shall discharge his duties with zeal, efficiency, honesty, alacrity and regularity.

269. **Note Book.** Every Junior Prison Officer or Employee shall keep a note book with him in which he shall record every order given to him by his superior officers.

270. **Officers to render prompt obedience.** It shall be the duty of every Junior Prison officer or Employee at all times to render prompt and implicit obedience to every lawful order, given to him by a superior officer, with proper courtesy and respect.

271. **Prohibition against communicating with prisoners, their relatives and friends.** (1) No Junior Prison officer or employee shall, otherwise than with the special permission of the Officer In-charge, at any time -

(a) correspond or communicate with any relative or friend of any prisoner;
(b) hold any unauthorized communication with any prisoner;
(c) correspond or communicate with any discharged prisoner ; or
(d) permit any discharged prisoner or any relative of a prisoner to visit or remain at his quarters.

(2) No Junior Prison officer or employee shall at any time -

(a) hold any unnecessary conversation with any prisoner;
(b) treat any prisoner with familiarity; or
(c) discuss any matter relating to the discipline or regulations of the with or within the hearing of any prisoner.

272. **Uniforms.** (1) Every Junior Prison officer shall wear such uniform at all times when on duty.

(2) Every Junior Prison officer or employee shall at all times and on all occasions be neat and clean in his dress and prison.

273. **Officers not to leave place of duty idle about or quarrel.** (1) Every Junior Prison officer when on duty, except when ordered by a superior officer to go elsewhere, shall not leave his beat or place of duty. Idleness or lounging about the prison premises is prohibited.

(2) No Junior Prison Officer shall at any time, while on duty, smoke, sing or talk loudly, or cook or eat his food, or do any act likely to distract him from his duty, or in any way conduct himself in an unseemly or disorderly manner.

(3) All quarrelling or disputes between Junior Prison Officer is prohibited. Any disagreement between them about any matter connected with their duties shall at once be referred to the Deputy Superintendent.

274. **Visitors of Junior Prison Officers or employee.** No junior Prison officer or employee shall at any time be permitted to receive any visitor inside the prison or while on duty outside the prison.

275. **Complaints.** (1) Any junior Prison officer or employee desiring to make any complaint of any kind shall do so in writing to the Officer In-charge within twenty-four hours of the occurrence of the cause of complaint.

(2) The making of frivolous, anonymous, pseudonymous, vexatious or false complaints is prohibited.

276. **Combined action by Officers forbidden.** Junior Prison officer or employees are forbidden from taking part in any agitation for the redness of any grievance on suspend grievance, or for any other purpose whatsoever.

277. **Care and Custody of Keys.** (1) No Junior Prison officer who is at any time entrusted with any key shall, under any circumstances or any pretext whatsoever –

(a) take any key belonging to a lock in use for securing the custody of any prisoner out of the prison;
(b) leave any such key lying about;
(c) deliver any such key to any person other than a prison officer duly authorized to receive such key or to have the care or custody thereof; or
(d) leave post of duty or the prison without delivering such key to the officer duly authorized to receive the same from him.

(2) The key of any cell, barrack, ward, godown, main gate or main gate wicket, shall not, under any circumstances or under any pretext, be at any time made over to any prisoner.

(3) If any key is lost or mislaid, the lock shall at once be condemned and destroyed by the Officer In-charge. The Officer held responsible for the loss shall be liable to pay the cost of the lock.

(4) Every Junior Prison officer shall keep the bunch of keys secured to his waist belt with a stout chain.

(5) Locks supplied to prisons shall not be provided with duplicate keys.

278. **Officers not to resign without Notice.** No Junior Prison officer shall, without the permission in writing of the Officer In-charge, resign or otherwise leave service, unless he has submitted a notice in writing for a period of not less than one months, of his intention to resign, and the period of such notice has expired.

279. **Prohibition against sleeping on duty or other irregularities.** No Junior Prison officer shall at any time -

(a) be in a state of intoxication;
(b) sleep while on duty;
(c) enter any enclosure reserved for women prisoners unless he is authorized to do so under the rules and is accompanied by a women junior prison officer;
(d) commit, or permit or abet the commission of any irregularity in the supply of distribution of food, clothing, or other articles to prisoners;
(e) display cowardice in the discharge of his duties;
(f) be guilty of any act of insubordination, disobedience, breach of discipline or neglect of duty; or
(g) malinger or render himself unable or unfit to discharge his duties.

280. **Grant of leave by whom sanctioned.** Leave other than casual leave including leave Ex-Pakistan shall be granted to all officers in accordance with Schedule-I of these rules.

281. **Communication of address during leave.** (1) Whenever any officer of prison proceeds on leave or is absent from the station he shall leave his address at the prison office and keep it informed of any subsequent change of address.

(2) Whenever a officer in charge proceeds on leave, he shall communicate his address to the Deputy Inspector General.

282. **Leave to Wing.** The leave granted to wing personnel shall be so arranged that not more than ten per cent of their sanctioned strength shall be absent from all cause at any one time. For this purpose wings personnel shall be required to apply for leave one month before the date on which the leave is required.

283. **Officer in charge may stop or cancel leave.** The Officer In-charge may stop all leave or recall any officer on leave (except in the case of leave on medical grounds) during the prevalence of unusual sickness in the prison or on the occurrence of any circumstances requiring his presence.

284. **Rewards.** Cash rewards in accordance with Schedule-I may be granted for special services as for example:-

(a) Bravery in preventing an escape or disturbance, etc.
(b) Special skill or energy in recapturing a runaway when the escape is not due to the negligence of the either wing proposed for reward.
(c) Securing the highest number of marks in the annual musketry practice.
(d) Rendering valuable assistance in the Security or management of the prison.
(e) Furnishing information leading to the discovery of stolen Government property, or giving information about plots of escape or mutiny, etc.
(f) Exceptiona devotion to duty or courage.
(g) Special care of uniform, arms and equipment.
(h) Gardening.
(i) Other miscellaneous services.

(2) To any person other than an officer of Service who furnishes valuable information, e.g., about stolen Government property, misconduct of either wing etc.

285. **Service Books.** (1) A service book shall be prepared for every non-gazetted officer on appointment (at his own expense), in which all changes of appointment, offences, punishments, leave, transfers, and changes of pay, shall be recorded under the signatures of the Officer In-charge of Deputy Superintendent. It shall be kept in the office of the prison to which the officer is attached. On transfer of an officer, his service book, after recording necessary entries in it, shall be sent under registered cover without delay, to the Officer in charge to which he is

transferred, On the resignation or discharge without fault of an officer except retirement on pension his service book may be given to him, after making an entry to this effect in his service book.

(2) The entries on the opening page of service books shall be attested at least once in five years, and the signatures of the officers and the Officer In-charge taken on that page and dated.

(3) Every step in the official life, a Government servant must be recorded in his service book and each entry shall be attested by the Officer in charge or Deputy Superintendent. The head of the office cause to see that all entries are duly made and attested and that the service book contains no erasure or overwriting. All corrections shall be neatly made and properly attested.

(4) Every period of suspension from employment and every other interruption of service must be noted, with full details of duration, in any entry made across the page of the service book and must be attested by the attesting officer. It is the duty of the attesting officer to see that such entries are promptly made.

(5) Personal certificates of character shall not, unless the Head of Department so directs, be recorded in a service book, but if a Government servant is reduced to a lower substantive post, the reason of the reduction shall be briefly shown. The Officer In-charge may, however, record his opinion about the work, conduct and integrity of each personne of Security and Management Wing at the end of the year in his service book or at any time where situation arises to do so.

(6) It is the duty of every Government servant to see that his service book is properly maintainec as prescribed in sub-rule (3), so that there may be no difficulty in verifying his service for pension. The Officer In charge shall permit an officer to examine his service book if he desires to do so.

286. **Record and Character Roll.** (1) For every officer except Security and Management Wing, there shall be maintained in the office of Inspector General a character roll in the form of a personal life in which shall be incorporated the confidential reports from the Officer in charge and the remarks recordec by the DIG orthe Inspector General. A statement shall be attached to the character rol showing all particulars regarding rewards, punishments, transfers, leave and promotions etc.

(2) Annual confidential of every Junior Prison Officer or Junior employee etc., shall be submitted by Officer in charge to the Inspector General in January each year. The Officer in cnarge, if he desires, may submit confidential reports at the time of his transfer or on the transfer of an Officer.

(3) The Officer in charge shall personally record his remarks in the confidential reports after careful consideration so that the character roll may be a genuine appraisal of the merits and work of the officer concerned.

(4) Annual confidential reports on Officer in charge shall be initiated by the Deputy Inspector General.

(5) All adverse remarks shall be communicated by the Deputy Inspector General to the officer concerned in a personal letter.

287. **Pay and Allowances.** Every Officer of the service shall receive pay and allowances equivalents to its counterpart in Police Department.

288. **Pay of Officer reduced to lower grade.** (1) When a Government servant is reduced as penalty from a higher to a lower grade or post, he may be allowed to craw pay not exceeding maximum of the lower grade of post.

(2) If a Government servant, who has been reducec to a lower grade or post on account of misconduct or inefficiency, is subsequently promoted or reinstated, his previous service in the grade or post from which he was reduced shall count for increments unless the authority promoting or reinstating him declares that it shall not count either in whole or in part.

289. **Occurrence of Permanent Vacancy.** Except as otherwise provided under any other rules, appointments of all types on any permanent vacancy of Junior Prison Officers or Junior Employees shall be made on the recommendations of a committee of three Senior Prison Officers as notified by the Administrative Department as provioec in the Schedule-I.

290. **Trainings.** Prison officer or employees shall receive such on and off training as may be prescribed under regulations tailored to their general and specific duties which shall be reflective of contemporary evidence-based practices in penal science through such permanent faculty members or against the hiring of services of such guest speakers / experts on such honoraria as and when determined by the Inspector General in accordance with prevailing best market practices.

291. **Selection of Trainers.** Prison service or work is a social service of great importance therefore specially selected and properly trained officers shall be posted to every training institutes having excellent academic background, passion to conduct researches in the field, missionary spirit and function to impart training so that service & society could get proper benefit manifold.

292. **Discipline punishments and appeal of Employees.** Except as otherwise provided under these rules, the matters relating to discipline, punishments and appeals, employees shall be governed by the Civil Services Rules of the Government.

293. **Powers regarding subordinate officers.** All officers of a prison shall obey the directions of the Officer In-charge, all officers subordinate to the Deputy Superintendent shall perform such duties as may be imposed on them by the Deputy Superintendent with the sanction of the Officer In-charge or be prescribed by rules of the Prison Rules.

294. **Suspension, removal and dismissal of Junior Prison Officer or employee.** No Junior Prison Officer or employee shall be removed or dismissed except by order of the authority which appointed such member. If in the opinion of Officer In-charge any of the foregoing class of officers is guilty of an offence which cannot be adequately punished by him, Officer in charge shall forthwith, suspend such officer pending reference to and the orders of the DIG or Inspector General as the case may be.

CHAPTER – XV
MANAGEMENT AND SECURITY WING

295. **Management & Security Wing formation.** (1) Management and Security Wings shall be formed at every prison for proper administration of the prisons. Both Wings shall consist of Junior Prison officer from Prison Constable up to Sub-Inspector. The terms and condition for appointment and matters ancillary thereto of both wings shall be such as framed separately or hereinafter prescribed in these rules.

(2) Junior Prison Officers of either wing shall be liable to work under their respective wing and can only be transferred and posted under the orders of Deputy Inspector General within his region or Inspector General throughout province respectively.

(3) At each and every Prison, Management and Security Wing shall be headed by Deputy Superintendent and assisted by Assistant Superintendent.

(4) The Officer In-charge is empowered to assign to the Deputy Superintendent and Assistant Superintendent any wing, at any time for proper administration of the Prison

296. **Permanent Strength.** The permanent strength of both Wings shall be allocated to each prison by the Inspector General and may be revised by him as and when necessary.

297. **Requirement for induction as Junior Prison Officer in Wings.** (1) The minimum height of accepted candidates for establishment shall be as mentioned in recruitment rules. The candidates shall have normal vision in both eyes without glasses, be physically fit in all respects for services as per recruitment rules.

(2) No person shall be appointed as Junior Prison Officer unless he possesses the educational qualification as mentioned in recruitment rules framed separately.

298. **Occurrence of permanent vacancy.** (1) Whenever a permanent vacancy occurs in both wings, the Officer in charge shall report the fact to the Deputy Inspector General who shall arrange to fill the vacancy.

(2) Appointments of all types on vacancies of both Wings shall be made on the recommendations of a committee of three Senior Prison Officers as notified by the Administrative Department as provided in the Schedule-I.

(3) Recommendation of the same committee shall be transmitted to appointing authority through Deputy Inspector General.

299. **Wing Personnel liability to serve everywhere.** Every Wing personnel shall be liable to serve at any Prison or for the purpose of safety and security of the Prisoner or Prison Officers if deemed necessary.

300. **List of approved candidates.** (1) The Committee, while recommending the candidates for appointment in respect of either wing, prepare a list of approved candidates, consisting of a descriptive roll of each candidate showing his name, father's name, caste, age, height, chest measurement, physical fitness, identification marks, thumb impressions, residence, education and military service etc shall be kept by office of the Deputy Inspector General in the region & committee & transmitted to appointing authority for appointment order.

(2) Successful candidates' characters/antecedents and educational certificates/documents of candidates shall be verified from District Police and concerned Education Board or University as the case may be before appointment.

301. **Conditions as to the Prison to which posted.** Wings personnel shall not be posted to a prison in his home district or in a district in which he has been long resident. Wing personnel shall not be allowed to remain at a Central Prison for more than three years or over two years at other prisons.

302. **Vaccination to every wing personnel.** Wings personnel shall be vaccinated immediately on appointment and revaccinated whenever considered necessary.

303. **Seniority list.** Separate seniority list of either wing shall be maintained in Inspector General Office and on the basis of this list; committees shall consider appointment by promotion as and when required.

304. **Service Register.** (1) A service register shall be maintained at respective place of posting containing the particulars of appointment, promotion, home district, places in which service has been passed, rewards, offences, punishments and leave with the dates in each case.

(2) The Officer In charge shall cause to be prepared complete and correct copy of the entries in the either wings service books for the preceding month for record in the service register. In the same statement shall be shown the offences committed by and the punishment awarded to either wings personnel.

305. **Promotion.** (1) Subject to the general control of the Inspector General, each committee as constituted under rule 297 recommend to the appointing authority appointment by promotion from PC to SPC, SPC to HC, HC to ASI and ASI to Sub Inspector. All promotions shall be made on the basis of seniority cum fitness.

(2) No personnel of either wing shall be promoted unless they have successfully undergone the promotion course for each wing organized at the Training Institutes.

(3) Illiterate Wings personnel shall not be promoted to any capacity whether temporary or permanent.

(4) Either wings personnel must possess at least 3 years' service in each rank for promotion to any rank and shall be subject that he has not received any punishment in last three (03) years.

306. **When a wing personnel get leave or is suspended.** When either of wing personnel is granted leave or suspended, the officer in charge shall make his own arrangements for carrying on the work of the absence.

307. **Wing Personnel on transfer.** The Inspector General or Deputy Inspector General when ordering transfer shall fix the date or which the concerned wing personnel shall be relieved, allowing sufficient time for his instructions to be received and acted upon. The wings personnel shall be relieved on the dates fixed unless it is not practicable on account of sickness or some equally important reason, in which case the personnel should be relieved at the earliest and intimation shall be sent to the Inspector General or Deputy Inspector General. No casual or other leave shall be granted to any personnel who is under orders of transfer.

308. **Separate accommodation for Wings.** (1) Seventy five percent of either Wings personnel shall be provided with family quarters. The rest shall be accommodated in single barracks.

(2) All Quarter or Single Barracks shall be provided with electric lights and fans or subsidiary services at State expense.

309. **Messing system for Wing.** At every prison, where possible, a messing system for wings personne shall be provided. Initial expenditure on kitchen utensils shall be incurred by Government and a cook shall be entertained at Government expense. All single personnel of either wings shall have their meals in this mess.

310. **Transfer of Wing personnel from one region to another.** Transfer of either wing from one region to another shall be made only for special reasons under the orders of the mutual interchange may, however, be allowed by the Inspector General.

311. **Training of Wing personnel.** Every personnel of either wing shall be provided on job training for at least three months on his appointment into service and further training at regular intervals in the duties of his office on government expenses. Accommodation facility shall be provided to them at the training centre. Necessary material shall be supplied by Training Institute at state expense. The training shall be designed in a way that both wings personnel can understand their roles and responsibility efficiently.

312. **Discipline of Wing personnel.** Every personnel shall be subject to discipline of a military nature necessary for the efficient discharge of all duties and functions for the security and management of the prison.

313. **Hours of duty.** The hours of duty shall not ordinarily exceed on an average nine hours on any one day. This includes half an hour's drill.

314. **Temporary Establishment in emergencies.** When, for any sufficient reason, it is necessary to entertain temporary establishment personnel in excess of the sanctioned strength and the matter is so urgent that the previous sanction of the Government cannot be obtained. The Inspector General may in anticipation of sanction, entertain such number of additional wing's personnel as may be necessary, but an immediate reference shall be made to the Government.

315. **Regulation of duties of Wings personnel.** The general duties of watch and ward, the posting and duties of Security and Management Wing, the fixing of their periods of duty and their strength, and all matters relating to the security and management shall be regulated by the Officer in charge in accordance with the orders of the Inspector General. In emergent cases or matters about which no provision has been made in any such order the Officer in charge shall use his own discretion.

316. **Assignment of duties of any Junior Prison Officer.** (1) The Officer In-charge or the Deputy Superintendent may direct any Junior Prisor Officer to perform duty in any part of the day or night. Duties shall ordinarily be assigned on the first day of every month and shall as far as possible be changed monthly and may be changed oftener, if considered necessary.

(2) Every junior Prison officer shall comply with the orders of all officer superior to him in rank.

317. **Uniforms, arms and accoutrements.** While on duty, every Junior Prison Officer shall wear their uniform and shall not sit or lie down. They shall keep their uniforms, arms and accoutrements clean and in good order.

318. **Duties of Management and Security Wing.** (1) Save as otherwise provided under these rules or regulations, Management Wing is to perform duties inside Prison while Security wing is to perform duties outside prison. Every Junior Prison Officer of Management or Security Wing shall perform duties in accordance with their sphere of duty which include following:-

(a) to obey the lawful orders of every officer superior to his rank;

(b) help the Deputy Superintendent or Assistant Superintendent or Duty Officer at unlock midday count and lock up in the distribution of various parties in the morning and collection in the evening and the maintenance of attendance register;

(c) visit and count at uncertain hours all parties working inside prison and forthwith report to Deputy Superintendent and Assistant Superintendent or Duty Officer of any unusual occurrence;

(d) visit the inside main wall to see that security wing personnel are performing duties properly;

(e) supervise the distribution of food and the conservancy arrangements;

(f) cause all gratings, door or other opening of enclosures and barracks in which prisoners are confined to be secured and satisfy himself by personal inspection that they are secure;

(g) pay surprise visit to all parties and visit them at least once daily;

(h) either wing shall be responsible for general cleanliness of staff line and see that either wings live in the quarter provided for them. They shall report of those who are absent themselves without leave, or who permit, released prisoners or friends and relatives of prisoners to remain in or to visit their quarters;

(i) help in every possible way in the management and security of the prison, the prevention of escapes and maintenance of order and discipline generally amongst Junior Prison Officers and prisoners;

(j) open the cell barracks and other compartments each morning and count the prisoners;

(k) distribute the prisoners, who are liable to labor to their work parties each morning;

(l) cause the name and prison number of every prisoner in the attendance register;

(m) issue all necessary tools, raw materials and other articles required for the day work and to keep record of all articles issued;

(n) collect all such articles together with the produce of the prisoners in the evening;

(o) satisfy themselves that all articles issued have been duly returned to him by labor or accounted for;

(p) measure or check the task performed by each prisoner and note the same in the task sheet;

(q) supervise the use of latrines, bathrooms and the distribution of meals;

(r) check the prisoners at each change of shift;

(s) check air gratings, bolts, locks and the like daily and satisfy themselves that they are secure;

(t) keep all building under his charge neat and clean and in proper state of repair;

(u) to report any plots for escape, assault, out-break, or for obtaining prohibited articles;

(v) to ensure proper custody of prisoners during production of prisoners for inside court in Prisons and provision of security from outside court by Security wing;

(w) cause all bamboos, scantlings, poles, ladders, ropes, well gear and other articles likely to facilitate escape to be removed and kept in a safe place, beyond reach of prisoners;

(x) keep constantly moving about while on day duty amongst the prisoners supervising the work and discipline of the prison and keeping the either wing on the alert;

(y) in the presence of the Duty Officer to count, search and lock the prisoners in cells, barracks etc., at the prescribed time, each evening;

(z) to secure the prisons from outside main wall and take necessary steps for security of prisons and prisoners;

(aa) to make appropriate steps to ensure safety and security of Prisoners and Prison Officers as may be prescribed by the regulations;

(bb) to prevent prison break and ensure necessary steps to avert of any untoward incident;

(cc) to stop a prisoner or any person from committing or attempting to commit an offence and breach of discipline;

(dd) to make a person who has been lawfully ordered to leave a prison and who refuses to do so to leave prison;

(ee) to maintain discipline under an extra ordinary situation, if occurs;

(ff) to seeks assistance from civil administration and law enforcement agencies;

(gg) to double search system shall be performed in every Prison. Security Wing shall search Management Wing while assembling them in or out to Prison. Similarly, Management wing shall also search their personnel;

(hh) to render all assistance in their powers in the management and security of the prison, the maintenance of order and discipline amongst Junior Prison Officers of both wing and prisoners, the guarding and defending of the prison and all persons and property kept therein or belonging thereto against the use of criminal force by any person;

(ii) any other duties assigned by Inspector General or by the regulations;

(2) With prejudice to the powers under sub-rule (1), the Security Wing shall assist the Management Wing whenever any situation recuires their presence inside Prison on the orders of Officer In charge or Deputy Superintendent of any wing.

319. **Duties on relieving guard.** (1) No wing Junior Prison Officer shall leave his post of duty until he has been duly relieved and his responsibility shall continue till, he is relieved properly.

(2) Every Junior Prison Officer shall at least ten minutes before the hour fixed for relieving other Junior Prison Officer shall present at place of duty.

(3) No relief whether by day or night shall be affected otherwise than in the presence of both the relieved and the relieving officers & in charge responsible for staff.

(4) Either wing personnel going on or off duty shall be marchec in file.

320. **Periods of duty. Drill Arrangement of duties.** Every Wing Junior Prison Officer shall attend drills and parades, practice in use of arms and other matters in nature of military trading as the officer in charge, Deputy Inspector General or Inspector General may prescribe.

321. **Attendance on daily parade.** Every wing Junior Prison Officer shall attend drill parade daily.

322. **Relieving guard over women prisoners.** Every junior prison officer of Management Wing of women's enclosure, at each shift, ascertains that women prisoners count is correct and all is well.

323. **Custody of keys.** (1) The keys of the prison shall, when not used, be kept in a locked chest in the main gate. The key of this chest shall be kept in the custody of the gate-keeper.

(2) Any keys which any officer may have to carry about his person, while on duty, shall be attached to him person by means of a stout chain.

324. **Duties of incharge of armoury.** The duties of the Security Wing Junior Prison Officer detailed as incharge of the armoury shall be to –

(a) give each wing's Junior Prison Officer (except those who are except) half an hour's drill daily and report any Junior Prison Officer who are absent;

(b) give effect to any punishment drill ordered by the Officer In charge;

(c) inspect daily all arms, accoutrements and see that they are kept clear, and fit for immediate use;

(d) take charge of the armoury, ammunition and spare accoutrements keep the key of the armoury in his possession, see that the ammunition is kept dry and in good order, and that 500 rounds of ammunition are always kept ready for use for each rifle;

(e) satisfy himself that each sentry knows and understands the duties of his post;

(f) keep note of ammunition in stock, received and expended;

(g) see that torches and the like required for use at night in case of alarm are always kept ready and in j serviceable condition; and

(h) report to the officer in charge daily on his arrival that arms and ammunition are in good order and fit for use and any other matter or importance that has come to his knowledge.

325. **Assignment of duties of Junior Prison Officer.** Every Junior Prison Officer of both wings shall have specific duties assigned to him by the Officer In charge or Deputy Superintendent for any confinement places, work-shops or a party of prisoners either inside or outside the prison. The posts and duties shall ordinarily be changed on the first day of every month or after if necessary, to prevent them establishing relations with the prisoners or any person.

326. **General duties.** It shall be the duty of every warder at all times to -

(a) render all assistance in his power in the management of the prison, the maintenance of order and discipline amongst warders and prisoners, the guarding and defending of the prison and all persons and property kept therein or belonging thereto against the use of criminal force by any person;

(b) obey the orders of all officers superior to him in rank;

(c) comply with all rules, regulations and orders regulating the duties which he is to perform and the manner in which he is to perform them;

(d) take proper care of all property of what ever kinds in his charge and duty to account for the same when called upon to do so; and

(e) be at all times in state of readiness to turn out immediately accoutered and armed, whenever called to do so or when an alarm is raised, and do all lawful acts to prevent escapes arid disturbances, etc.

327. **Junior Prison officer not to leave his post.** No Junior Prison Officer shall, while on duty, at any times, under any circumstances, on any pretext, leave his post or absent himself from duty until relieve in due course and relived from duty provided that he may leave his respective place of duty to prevent an escape or to assist in to quell the disturbance taking place within his sight if he can do so without serious risk to the custody of his prisoners.

328. **Duties on being relieved.** Every Junior Prison Officer on being relieved shall explain to his successor what the duties of the charge are and shall bring to the notice of any long term and dangerous prisoners. The relieving Junior Prison Officer shall, before taking charge, satisfy himself that the property and the number of prisoners made over to him are correct.

329. **Arm for Wing personnel.** Every Junior Prison Officer of both wings shall be provided with general training for usage of arms and ammunition. Security wing shall receive special training in same matter and they shall be proficient in usage of Arms & Ammunition & in handling of extra ordinary situations.

330. **Main-gate sentry.** On the recommendation of Deputy Superintendent of Security and Management Wing, the Officer In charge shall cause to be posted gate sentries with such arms and ammunition as may deem appropriate.

331. **Sentry's picket.** Subject to control of Officer In charge, Deputy Superintendent Security wing shall form as many sentry pickets with such number of Junior Prison Officers as required for safety, security and protection of the Prison.

332. **Duties of a sentry.** The duties of a sentry are -

(a) to mount guard with fixed bayonet, move briskly on his post with his rifle at "the rifle slope", and not to "order arms" or "stand at ease" for more than fifteen minutes in an hour;

(b) not to enter into conversation with anyone except when questioned by a superior officer;

(c) not to interfere unnecessarily with any prisoner or prison officer;

(d) not to leave his post without regular relief upon any pretext whatsoever;

(e) not to allow any person to approach his post after dark, without challenging;

(f) challenging after dark, to warn the person challenged, if the reply is unsatisfactory, to stand until the officer incharge of the picket arrives, bringing his rifle at the same time to "the charge".

(g) challenging on a dark night, on hearing voices or the approach of footsteps, if he receives no answer, or an unsatisfactory answer, to call the incharge of the picket, or, if necessary, give the alarm;

(h) when on duty at night satisfy himself that the main-gates and wickets are securely locked;

(i) not to allow any persons to crowed around him;

(j) if he sees any disturbance or prisoner attempting to escape, to call on him to stand, and if he refuses to do so and there is no superior officer present, to fire on the prisoner or person; provided that he cannot otherwise quell the disturbance or prevent the escape;

(k) if he is beyond call and has to raise the alarm, to fire a shot in the air as the signal for alarm;

(l) if he sees any article in or near the prison likely to facilitate, escape, or if any unusual incident comes under his observation, to at once report the matter to the in charge of the picket;

(m) when on duty at the main-gate at night, not to allow any person to enter or leave the prison who is not an official duly authorised to enter or leave, and not to permit any Junior Prison officer to enter or leave except when accompanied by the patrolling officer on duty, or one of the superior officials;

(n) when on duty at night not to challenge so loudly as to be heard by the Junior Prison Officer on duty inside the Prison, and not to give notice to these Junior Prison officer of the approach of any visitor;

(o) to retain in his possession at night the key of the lock of the outer wicket and the key of one of the locks of the inner wicket;

(p) to enforce his orders firmly and without distinction of persons;

(q) any other duties as may be assigned to him by the Inspector General or prescribed by regulations;

333. **Daily inspection by Officer incharge and Reception of visitors.** The Security Wing Junior Prison Officer mustered for morning drill shall be paraded daily under the supervision of the Assistant Superintendent and on the arrival of the officer in charge at the Prison shall "present arms". If an official visitor arrives while the parade is in progress the guard shall also "present arms" to the visitor. At other times the gate picket shall turn out and stand to "attention". The Officer In charge shall inspect the parade of the Security Wing once a week.

334. **Escorts for visitors.** The escort for an official visitor or other visitor to a Prison shall consist of a Security Wing or Management Wing as deems necessary armed with a baton.

335. **Gatekeepers.** (1) Subject to control of the Officer In charge, Deputy Superintendent Management Wing shall place any Junior Prison Officer for performance of duty as Gatekeeper inside Prison.

(2) The gatekeeper shall maintain a gate book in which he shall make all entries in chronological order and shall not leave any blank spaces with a view to preventing spurious entries being made subsequeritly. The date in the gate book shall be changed at midnight and the hours shall be recorded from 0 to 23.

(3) The gatekeeper shall record in the gate book –

(a) the names of all persons passing into or out of the prison together with the hour and minute of their entrance and exit;
(b) the hour and minute at which any articles pass into or out of the prison, their description and number or weight, the entries being made in red ink, and the name of the officer or person, bringing in or taking out the articles;
(c) the time to be entered in red ink, at which the bugle is sounded for the unlocking and the lock up or for an alarm, etc., and
(d) at every relief of the gatekeeper, a note of the exacttime of each relief and the number of keys taken over with the signatures of both the relieved and the relieving officers.

336. **Officers to sign the gate book.** Every officer of the Prison going into or out of the Prison shall sign their names with ranks in the gate book and enter the hour and minute of entrance and exit, and also record the number of the bunch of keys which they may take from or return to the key chest. They shall write their names legibly and in full.

337. **Statement of prison population.** The gatekeeper shall write in the gate book, in tabular form, a daily statement of the prison population, showing the balance of prisoners from the previous day, the number of prisoners admitted and the number of prisoners released or otherwise disposed of, and the balance at the end of the day ; such balance should correspond with the actual number of prisoners locked-up, for the night.

338. **Daily check of the gate book.** Deputy Superintendent of both wings shall check and sign the gate book daily.

339. **Examination of gate book by the Officer In-charge.** The Deputy Superintendent **Management** shall put up gate book before the Officer In charge for examination atleast once a week and the Officer In charge shall see that all entries have been made neatly and all orders as to its maintenance are duly complied with.

340. **Admission of outsiders.** The gatekeeper shall admit all officers on duty. He shall not admit any other person without authority from the Officer In charge or the Deputy Superintendent of any Wing. He shall be furnished with a list of all official and authorized visitors and shall admit such persons on their presenting themselves for admission.

341. **Gatekeeper to know all prison officers and to observe prisoners going out of prison.** The gatekeeper shall make himself thoroughly acquainted with the appearance of all prison officer and shall carefully observe the faces and appearance of all prisoners leaving the prison in order to prevent any prisoner attempting to escape in disguise.

342. **Personal search by the gatekeeper.** (1) The gatekeeper is authorized to get searched every person or officer entering into or going out of the Prisons in collaboration with any Junior Prison Officer of security wing. For Search purposes, Junior Prison Officer of security wing shall always be detailed.

(2) Security wing Junior Prison Officer shall search all persons or prisoners who pass through the gates.

(3) The search of all persons including prisoners shall be carried out with due regard to decency and with as little annoyance and in conveyance to the person search as possible.

343. **Prevention of introduction of prohibited articles.** Gatekeeper in collaboration with any Junior Prison Officer of Security wing shall endeavor by even means in their powers to prevent introduction of unauthorized or prohibited articles and the misappropriation of any prison property. Every Prison Officer may examine any thing carried in or out of the Prison.

344. **Out-party register.** The gatekeeper shall maintain a register of all prisoners whose employment outside the prison walls has been sanctioned by The Officer In-charge.

345. **Security Wing personnel to assist the gatekeeper.** In every prison any Junior Prison Officer of security wing may be employed to assist the gatekeeper in writing up the gate book but the responsibility for the correct record of the person or prisoners entering or leaving the prison and for the number and weight of articles shall lie with the gatekeeper.

346. **Working of the double gate system.** All Prisons shall be provided with double gates. The gatekeeper shall open only one gate or wicket at a time and before doing so shall sstisfy himself that all other means of entry and exit are secure. For ordinary purpose entrance or exit shall take place through the wickets.

347. **Passing out and in out parties.** When prisoners employed in out-parties are going out or returning to the prison, the following procedure shall be followed:-

(i) On passing prisoners out, the gatekeeper shall first let them through the inner wicket and then lock it. The prisoners shall then be made to sit down while the roll is being called from the out party register by the incharge custody of out-party. The totals of each party shall be signed by the incharge custody. The gatekeeper shall enter in the gate book in the number of prisoners sent out in each party and the name of the incharge custody. The entry shall be signed by the incharge custody of the party. The gatekeeper shall then open the outer wicket and count the prisoners as they pass out of the prison to verify the total. Every change in the party shall be noted by the incharge custody of out parties in the register of out parties and recordec by the gatekeeper in the gate book.

(ii) When the prisoners in out-parties are returning to the prisons, the gatekeeper shal first open the outer wicket and admit the party to the passage between the gates. He shall then lock the outer wicket and call out the name of each prisoner as recorded in the out-party register. When the number in the party has been found to be correct, he shall open the inner wicket anc count the prisoners as they pass into the prison to verify the total.

(iii) The gatekeeper shall not allow to pass out of the prison any prisoner who is not in the custody of incharge custody duly authorized to take him outsice the prison.

(iv) If the gatekeeper has reason to believe that any prisoner is being taken out of the prison contrary to rules, he shall detain him and after making a note of it in the gate book, report the matter at once to the Deputy Superintendent Management wing.

348. **Cleanliness of main gate.** The gatekeeper shall be responsible for seeing that the prison front, the main gate and the passage between the two gates is always kept clean. He shall keep the passage clear of any person or prisoners who are not specially authorized to remain there and shall keep an eye on the movements of all persons employed or detained therein.

349. **Keys of main gate.** The gate-keeper shall keep with him the keys of the locks of the two main gates anc the wickets during the day. The gates and the wickets of every prison shall except when it is necessary to open the same for the purpose of lawfully passing any prisoner or thing into or out of the prison, be kept shut and locked.

350. **Making over keys of the gate at lock-ups.** When the prisoners are locked up for the night, a second lock shall be put on the main gate and the gatekeeper shall then deliver the keys of inner and outer gates to the Deputy Superintendent Management for custody in the key chest provided for the purposes. He shall deliver one key of the inner wicket to the Junior Prison Officer posted between the gates and shall himself keep the other keys of the wickets.

351. **Gatekeeper's keys to be kept in bunch with others.** The main gate keys shall be kept in a bunch with eight other somewhat similar keys, though not exactly resembling them, and shall be attached by a stout chain to the belt of the gatekeeper. This will add materially to the security of the prison by making it difficult for prisoners to obtain the keys and to ascertain which of them will fit the locks of the gates in case of outbreak, etc.

352. **Issue and receipt of bunches of keys.** The gatekeeper shall record in the gate book the time of issue and receipt of all bunches of keys of the prison with the name of the officer to whom he issues or from whom he receives the bunches.

353. **Light.** The gatekeeper shall keep a light burning bright lying the passage between the gate throughout the night.

354. **Article to be kept between the gates.** The gatekeeper shall be incharge of the following articles which shall be kept between the main gate:-

(a) a clock;
(b) a weighing machine;
(c) a measuring stuff;
(d) Spare restraints wh ch shall be kept in a place of security;
(e) a standing desk with lock and key, for the gate book and writing materials;
(f) a key chest;
(g) the Deputy Superintendent's cash chest:
(h) apparatus for extinguishing fire:
(i) the list of the visitors anc other persons who are authorized to enter the prison under the rules or regulations or order by the officer in charge;
(j) notice boards; and
(k) any other articles with the Orders of Officer In charge as deems appropriate for security & management of Prison;

CHAPTER – XVI
UNIFORMS ANDOTHER ARTICLES

355. **Uniform for prison officer.** (1) Uniform for every Prison Officer is prescribed in Schedule III.

(2) Inspector General is competent to make alterations, changes, scheme, patterns or style or conditions & relaxations in the Uniform.

356. **Uniform / Dress allowance.** Junior Prison Officer of the rank of Assistant Superintendent, Deputy Superintendent and all Senior Prison Officers shall be provided with monthly Uniform / Dress allowance equivalent to the officers of Police Department.

357. **Provision of Uniform free of charge.** (1) Every personnel of security and management wing shall be provided with uniform, etc., free of charge according to his rank and grade. the articles so supplied and the periods of renewal from the date of issue, are shown below:-

—

Name of article	No.	Years.
Drill Slacks / Trouser	1	1
Mazri Shirt	1	1
Woolen Great raincoat	1	5
Wollen Jersy	1	3
Wolien or Cotton Socks	1	1
Chevron	1	2
Ammunition Boots	1	3
Set of Button Badages and Letters	1	5
Belt	1	5
Whistle	1	5
Baton	1	5
Ammunition Pouch	1	5
Riffle Sling	1	5
Kit box	1	5
Charpoy	1	5
Polish Tin	1	3 Months

Separate Article for Female Prison Officer

Dopatta	1	1
Shalwar	1	1
Shirt	1	1
Woollen Great Coat	1	5
Wollen Jersy	1	3
Wollen Socks	2	1
Belt	1	5
Whistle	1	5
Kit Box	1	5
Charpoy	1	5
Polish tin	1	2 Months

(2) In addition to the issue of the above articles, one shin and one slack will be issued to male officers and one dopatta, one shalwar and one shirt will be issuec to women officer on first appointment. Each of these articles are renewable after one year.

358. **Supply of articles.** (1) The officer in charge shall indent direct on the manufacturing prisons for the supply of articles of uniform for the both wings not later than the 15th February for summer uniforms and 15th of August for winter uniforms.

(2) In the case of articles issued at longer intervals thar a year, jerseys shall be requisitioned for not more than one-third and great coats one-fifth of the strength of the both wings.

359. **Provision for Great coats.** (1) Great coats are supposed to last five years, so that one fifth of the sanctioned establishment can receive new great-coats every year; similarly, jerseys for one-third of the strength can be indented for yearly and so on.

(2) Uniforms shall be made in the following sizes and shall be ordered accordingly:-

No. 1 for height 1 Metre--75 Cm. to 1 Metre-83 Cm.
No. 2 for height 1 Metre-70 Cm. to 1 Metre-75 Cm.

(3) When received, they shall be distributed by the Assistant Superintendent who shall maintain a uniforms register, showing the dates of receipt and issue of all articles.

(4) All articles of uniform shall be supplied by the respective Regional Inspectorate.

360. **Marking with person number of personnel.** (1) Every article of clothing shall before issue be marked with the personal number of personnel of any wings and the date of issue, with one inch figures in the case of wooler articles, and half inch figures for cotton articles as under:-

Mazri shirt	On the inner side or neck banc
Slacks	On inside of the waist band
Cap	On the inside.
Jersey	Inner side of back.
Great	coat Inner side of back.

(2) Cotton articles shall be marked with indelible ink and woollen ones with white paint.

361. **Articles accounted for during the period of supply.** (1) Every article of uniform supplied free to any personnel of both wings is Government property during the period for which it was issued and shall be duly accounted for during such period but shall be taken by the Junior Prison Officer wherever he may be transferred. Each such article becomes the property of the Junior Prison Officer to whom it was issued after the expiry of the prescribed period.

(2) Arms and accoutrements, such as bayonet-frogs, ammunition pouches, kit boxes and charpoys shall not be taken by the junior prison officer on transfer, but shall remain at the prison. Junior Prison Officer losing or damaging any of these articles otherwise than by fair wear, shall be required to pay the cost of renewal or repair, as the case may be.

362. **Kit Inspection.** (1) A kit inspection shall be held by the officer in charge or Deputy Superintendent authorized by the Officer In charge once a month, ordinarily on the first Saturday, when Junior Prison Officer shall be required to exhibit at the articles of uniform issued to him. Any article lost or damaged during the period for which it was issued, shall be replaced at the expense of person to whom it was issued, the value being recovered from his next pay, provided that not more than rupees five hundred shall be recovered in any one month.

(2) A few spare articles of clothing, buttons and badges etc., shall be kept at each prison for sale. Any article purchased to replace one lost or damaged shall be marked with the purchaser's number and the date on which the last free issue of a similar article was made to him, it shall become his property when the period of issue of the article of which it is a substitute, expires.

363. **Article of Uniform to be stocked on discharge, dismissal or resign of a Junior Officer.** (1) If a Junior Prison Officer is discharged, dismissed, resigns, retires or dies, before the expiry of the period for which any article of uniform was issued to him, it shall be received back and taken on stock by the prison; provided that the article is not damaged by unfair use. If the article is lost or damaged by unfair use, "the unused value" of such article shall be deducted from any payment due to him, and the article will then become his property or the property of his heirs.

(2) The unused value of any article is that part of its total cost which corresponds with the time, it is still to last as compared with the period for which it was issued. In the calculation, less than 15 days shall be ignored and 15 days or more shall count as a full month.

(3) When the pay due to the credit of a Junior Prison Officer does not cover the estimated value of the lost or damaged articles of his uniform the Administrative Department shall bear the loss.

364. **Moneys credited to Government head of account.** All moneys received from Junior Prison Officer under the provisions of the preceding rule shall be credited to Government under head "XXII" Prisons and Convict Settlements, Prison Miscellaneous" and the treasury receipts kept in record.

365. **Uniform issued on appointment to Junior Prison Officer.** Uniforms shall be issued to wing Junior Prison Officer on appointment. All subsequent issues shall be made when due the date of issue of every article of uniform shall be recorded in the kit ticket which shall accompany the service book of that Junior Prison Officer on transfers.

366. **Safe custody of Uniform when proceeded on leave.** (1) When a Junior Prison Officer proceeds on leave for a month or less, he shall make his own arrangements for the safe custody of his uniform during his absence.

(2) If the leave is for more than a rhonth, he shall make over his uniform to the Assistant Superintendent in charge and it shall not be used by any other person during his absence.

Note.- Uniforms when not in use should be preserved from image by insects, by sprinkling these liberally with insecticide powder before packing them up. All woollen articles store should preserved in the like manner.

CHAPTER – XVII
ARM, AMMUNATION AND DRILL

367. **Prison Armory.** A special room near the main-gate shall be set apart for storing the arms and ammunition. It shall be furnished with suitable racks for the rifles and pegs to hang accoutrements on

368. **Prison Armory how to regulate.** (a) The armory shall at all times be kept scrupulously clean.

(b) A brush shall be kept in the armoury for clearing it when it is opened for the issue, receipt or inspection of the stores.

(c) No unauthorized person shall at any time be admitted into the armoury.

(d) The official directly incharge of the armoury shall take care that it is well and securely locked.

(e) The armoury shall not be opened during or on the approach of a storm except in case of emergency.

(f) No naked lights or smoking shall be allowed inside the armoury.

(g) Boxes containing ammunition or arms shall not be thrown down or dragged along the floor.

(h) Empty boxes or loose packing materials shall not be kept in the armoury.

(i) The prison armoury is not to be used for storage of - dynamite or any explosive, except ammunition.

369. **Supply of Arms and Ammunition.** (1) Indents in quadruplicate for ammunition, shall be submitted to the Inspector General for submission to Finance Department not later than the 15th December of each year. Fifty rounds of ammunition per Prison Officer is sanctioned annually. Ammunition actually expended and such as may have deteriorated and needs renewal, shall be indented for.

(2) Unserviceable ammunition and empty cartridge cases shall be returned to the arsenal at the time the annual indent is submitted.

(3) All necessary Ordnance forms can be obtained on application to the Inspector-General.

(4) Ammunition will only be issued by the Store Officer Prisons Inspectorate in exchange for an equivalent number of empty fired cases of the same description.

370. **Procedure for dispatch of consignment of ammunition.** All consignments of empty cases shall be sent in sealed S. A. ammunition boxes, and packing notes filed up and signed by the Deputy Superintendent, shall be deposited in the box. The packages "shall be addressed directly to the Store Officer of Prisons Inspectorate of the arsenal of supply and shall be marked with the name of the consigner and the number and description of the fired cases and their weight. All railway freight shall be prepaid and a receipt obtained from the Railway authorities for such payment.

371. **Committee to investigate losses and condemn unserviceable arms and ammunition.** (1) To maintain strict control and check over losses of arms and ammunition, a committee of three officers shall be appointed to investigate case of loss of ammunition and arms. The committee shall consist of Officer In charge, Deputy Superintendent or any other officer nominated by Inspector General. The Store officer shall accept the findings of this committee.

(2) As the requisition's for ammunition are only complied with by the Prison store on the prior receipt of an equivalent number of empty fired cases of the same description, great care shall be exercised for the custody of fired cartridges at the time of expending the ammunition. Should there be any rounds deficient owing to the loss of empty fired cases, the matter shall be investigated by the committee referred to above.

372. **Expenditure of ammunition.** (1) In order to give effect a regular turnover of the stock of ammunition, the issue of ammunition for expenditure, shall be made in the following order:-

(a) The contents of broken boxes viz., boxes, the tin linings of which have been opened and loose rounds.

(b) Boxes of ammunition on which the words "Examined year" are enfaced on the label. This ammunition shall be used up in order of date of examination.

(c) Other ammunition, the oldest in stock to-be used first.

(2) The period of complete turn-over of ammunition has been fixed as not more than eight years.

373. **Storage of Ammunition.** The spare ammunition shall be kept in the ammunition pit in the armoury secured with two padlocks.

374. **Annual Musketry Courses.** *Every* Junior Prison Officer of whatever rank shall be put through an annual musketry course in October and November each year before the submission of annual indent for ammunition in December. Each prison shall submit the result of the annual musketry course to the DIG & Inspector General soon after its completion.

Note. *Detail instructions as to annual musketry courses may be prescribed under regulations.*

375. **Arms or Rifle to be numbered.** (1) Every rifle shall be numbered and placed in the special charge of suitable Junior Prison Officer for whose use it is intended, who will be held responsible that such rifle with the bayonet and accoutrements entrusted to his care are always kept clean and in good serviceable condition.

(2) A list showing the number and name of each Junior Prison Officer, the number of his rifle and the various arms and accouterments for which he is responsible shall be posted in the armoury.

376. **Arms or Rifle to be kept in special place: Ammunition to be in readiness.** Each rifle shall have a special place assigned to it in arms' rack, and bearing the same number so that every junior prison officer can find his own readily. The rifle when not in use shall be kept in its place and a packet of ammunition shall be kept near it in readiness. Spare ammunition shall be kept securely locked-up in the ammunition pit and the keys shall be kept by the Deputy Superintendent or under his directions Duty Officer.

377. **Inspection of Arms and accoutrements.** All arms accoutrements and ammunition shall be inspected daily by the incharge of the armoury and weekly by the Deputy Superintendent. It shall be checked by the Officer in charge once a month.

378. **List of Arms etc. to be sent to Inspector general and Deputy Inspector General.** (1) On the 1st September of each year a list of armsand accoutrements in stock with remarks as to their condition and the quantity or each kind of ammunition in store shall be submitted to the Deputy Inspector General and Inspector General for information.

(2) The Inspector General may issue necessary instructions as to use of Arms and Accoutrements from time to time.

379. **Petty repairs of arms.** All petty repairs to arms shall be carried out by the armourers on the expenses of Government. Arms requiring major repairs shall be sent to the Prison Inspectorate Store or any place as per discretion of the Inspector General.

380. **Inspection by the Civil Chief Master Armourer.** The Civil Chief Master Armourer or any officer authorized by the Inspector General will inspect the arms and ammunition in possession of prison. The inspection will be carried out once in three years.

381. **Rifles not to be taken inside prison.** Rifles shall not ordinarily be taken inside the prison but in times of emergency or at an alarm they may be brought inside under the orders of the Officer In charge or the Deputy Superintendent.

382. **Squad and company drill.** (1) Every Junior Prison Officer of whatever rank shall undergo a thorough in squad and company drill and in the use of the arms provided for them. They shall also be put through a musketry course once a year.

(2) Any Deputy Superintendent or Assistant Superintendent who has acquired a sound knowledge of drill and is qualified to drill the guard, shall only be required to attend the Officer in charge drill peraee which shall ordinarily take place on Saturdays or any day fixed by officer in charge. On these occasions the whole establishment required to undergo training in drill and available for the purpose, which shall be inspected by Officer in charge. Any Junior Prison Officer who is proficient in drill shall not, except as a punishment, be required to be present at drills parade more than three times a week.

(3) Subject to the provision of the following sub-rule and the exemption in the case, al Junior Prison Officers except Deputy Superintendent or Assistant Superintendent unless prevented by sickness or an absence on leave, be required to attend drill daily for half an hour either in the morning or evening except holiday.

(4) At the weekly inspection parade, the Officer in charge should make a close examination of the arms, accoutrements, etc., and satisfy himself that they are clean and in good order, that the men are properly turned out and clean in their persons and uniforms.

383. **Saluting to certain officers and visitors.** (1) The Every Sentry shall present arms on the arrival at the prison of -

(a) every Senior Prison Officer;
(b) distinguished visitors.

(2) The gate sentry shall give butt-solute to the Medical Officer and Deputy Superintendent on their approach. He shall come to attention when an Assistant Superintendent approaches.

(3) A Junior Prison Officer sitting, shall, when any of the above officers' approaches rise, and stand at attention. Before addressing officer superior to him, every Senior Prison Officer or junior prison officer shall halt two paces from him and salute with hand. He shall also salute when withdrawing.

CHAPTER - XVIII
EFFICIENCY AND DISCIPLINE

384. For the purpose of this Chapter, the following shall have the meaning as assigned to them:-

(a) "accused" means a Junior Prison Officer against whom action is taken under these rules;

(b) "Authority" means the authority competent to award punishment as per Schedule;

(c) "misconduct" means conduct prejudicia to good order of discipline in the Service, or contrary to Government Servants (Conduct) Rules or unbecoming of a Prison Officer and a gentleman, any commission or omission which violates any of the provisions of law and rules regulating the function and duty of Prison Officer to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Government or any Government Officer in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of a Prison Officer;

(d) "punishment" means a punishment which may be imposed under these rules by authority as prescribed under Schedule-I;

385. **Grounds for punishment.** Where a Junior Prison Officer, in the opinion of the Authority –

(a) is inefficient or has ceased to be efficient: or
(b) is guilty of misconduct; or
(c) is corrupt or may reasonably be considered corrupt because-

i. he is or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources of property disproportionate to his known sources of income; or

ii. he has assumed a style of living beyond his ostensible means; or

iii. he has a persistent reputation of being corrupt; or

iv. is engaged or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is, therefore, prejudicial to national security, the authority may impose on him one or more punishments.

386. **Punishments.** The following are the minor and major punishments, namely:-

(a) Minor punishments –

i. confinement to quarter guards or extra drill or extra guard or extra fatigue duty for fifteen days for every Junior Prison Officer other than Deputy Superintendent & Assistant Superintendent;

ii. censure;

iii. forfeiture of approved service up to two (2) years;

iv. with-holding of promotion up to one year;

v. stoppage of increment for a period not exceeding 3 years with or without cumulative effect;

vi. fine of any amount.

(b) Major punishments -

i. reduction in rank or pay or Gradation list up to five years;
ii. Compulsory retirement;
iii. Removal from service; and
iv. Dismissal from service.

Explanation. (a) Removal from service does not but dismissal from service does, disqualify for future employment.

(b) Reversion from an officiating rank is not a punishment.

387. In this rule, removal or dismissal from service does not include the discharge of a person –

(a) appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him; or
(b) appointed, otherwise than under a contract, to hold a temporary appointment on the expiration of the period of appointment; or
(c) engaged under a contract, in accordance with the terms of the contract.

388. **Forced leave and suspension.** In case a Junior Prison Officer is accused of subversion, corruption or misconduct the Competent Authority may require him to proceed on forced leave or suspend him.

389. **Punishment proceedings.** The punishment proceedings will be of two kinds i.e (a) summary proceedings and (b) general proceedings and the following procedure shall be observed when Junior Prison Officer is proceeded against under these rules:-

(i) When information of misconduct or any act of omission or commission on the part of a Junior Prison Officer liable for punishment provided in these rules is received by the Authority, the Authority shall examine the information and may conduct or cause to be conducted quick brief inquiry, if necessary, for proper evaluation of the information and shall decide whether the misconduct or the act of omission or commission referred to above should be dealt with in a summary proceedings in the orderly room or general proceedings;

(ii) In case the authority decides that the misconduct is to be dealt with in summary proceedings, he shall proceed as under:-

(1) The accused officer liable to be dealt with in the Summary Proceedings shall be brought before the authority in an Orderly room.

(2) He shall be apprised by the authority orally the nature of the alleged misconduct, etc. The substance of his explanation for the same shall be recorded and if the same is found unsatisfactory, he will be awarded one of the minor punishments mentioned in these rules.

(3) The authority conducting the summary proceedings may, if deemed necessary, adjourn them for a maximum period of seven (7) days to procure additional information.

(iii) If the Authority decides that the misconduct or act of omission or commission referred to above should be dealt with in general proceedings, he shall proceed as under:-

The Authority shall determine if in the light of facts of the case or in the interests of justice, a departmental inquiry, through an Inquiry Officer if necessary. If he decides that is not necessary; he shall -

(1) by order in writing inform the accused of the action proposed to be taken in regard to him and the grounds of the action: and

(2) give him a reasonable opportunity of showing cause against that action:

Provided that no such opportunity shall be given where the Authority is satisfied that in the interest of security of Pakistan or any part thereof it is not expedient to give such opportunity.

(iv) If the authority decides that it is necessary to have departmental inquiry conducted, through an Inquiry Officer, he shall appoint for this purpose an Inquiry Officer, who is senior in rank to the accused.

(v) On receipt of the findings of the Inquiry Officer or where no such officer is appointed, on receipt of the explanation of the accused, if any, the authority shall determine whether the charge has been proved or not. In case the charge is proved the authority shall award one or more of major or minor punishments as deemed necessary.

390. **Procedure of Departmental Inquiry.** (1) Where an Inquiry Officer is appointed by the Authority shall -

(a) frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration;

(b) require the accused within seven (7) days from the day the charge has been communicated to him to put in a written defence and to state at the same time whether he desires to be heard in person.

(2) The Inquiry Officer shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the witnesses against him.

(3) The Inquiry Officer shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing and where any adjournment is given -

(a) It shall not be more than a week; and
(b) The reasons therefore shall be reported forthwith to the Authority.

(4) Where the Inquiry Officer is satisfied that the accused is hampering, or attempting to hamper the progress of the inquiry he shall administer a warning and if thereafter he is satisfied that the accused is acting in disregard of the warning, he shall record a finding to that effect and proceed to complete the departmental inquiry exparte.

(5) The Inquiry Officer shall within 10 days of the conclusion of the proceedings or such longer period as may be allowed by the authority, submit his findings and grounds thereof to the Authority.

391. **Powers of Inquiry Officer.** (1) For the purpose of departmental inquiry under these rules, the Inquiry Officer shall have the powers of a Civil Court trying a suit under Code of Civil Procedure, 1908 (Act V of 1908) in respect of the following matters, namely:

(a) summoning and enforcing the attendance of any person and examining him on oath;
(b) requiring the discovery and production of documents;
(c) receiving evidence on affidavits;
(d) issuing commission for the examination of witnesses or documents.

(2) The proceedings under these rules shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

392. **Rules not to apply in certain cases.** Nothing in rules ibid shall apply in a case-

(a) where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of imprisonment; or

(b) where the authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

393. **Procedure of inquiry against officers lent to other Government or Authority.** (1) Where the services of Prison Officer to whom these rules apply are lent to any other Government or to a local or other authority, in this rule referred to as the "borrowing authority", the borrowing authority shall have the powers of the Authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these rules.

(2) Provided that the borrowing authority shall forthwith inform the Authority which has lent his services, hereinafter in this rule referred to as the "lending authority", of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

(3) If in the light of the findings in the proceedings taken against the Prison Officer in terms of sub-rule (1) the borrowing authority is of opinion that any punishment should be imposed on him, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action as prescribed in these rules.

394. **Representation by Advocate.** No party to any proceedings under these rules before the Authority or Inquiry Officer shall be represented by an Advocate.

395. **Appeal.** (1) An accused, who has been awarded any penalty under these rules except the penalty mentioned at serial No.1 of heading (Minor Penalty) may, within thirty (30) days from the date of communication of the order, prefer an appeal to the Appellate Authority as provided in Schedule I of the rules;

(2) There shall be only one appeal from the original order and the order of the Appellate Authority, in appeal, shall be final.

(3) The Appellate Authority may call for the record of the case and comments on the points raised in the appeal or review, as the case may be, from the concerned officer, and on consideration of the appeal or the review petition, as the case may be, by an order in writing-

(a) uphold the order of penalty and reject the appeal; or

(b) set aside the orders and exonerate the accused;

(c) modify the orders and reduce or enhance the penalty; or

(d) set aside the order of penalty and remand the case to the Authority, where it is satisfied that the proceedings by the Authority or the Inquiry Officer or Inquiry Committee, as the case may be, have not been conducted in accordance with the provisions of these rules, or the facts and merits of the case have been ignored, with the directions to either hold a de novo inquiry or to rectify the procedural lapses or irregularities in the proceedings:

Provided that where the Appellate Authority as the case may be proposes to enhance the penalty, it shall by an order in writing-

(i) inform the accused of the action proposed to be taken against him and the grounds of such action; and

(ii) give him a reasonable opportunity to show cause against the action and afford him an opportunity of personal hearing.

(4) An appeal preferred under this rule, shall be made in theform of a petition, in writing, and shall set forth concisely the grounds of objection to the impugned order in a proper and temperate language.

396. **Special Provisions.** Notwithstanding provisions of the rules, when any Junior Prison Officer or junior employee is accused or suspected of having committed offence under section 30 or under the provisions of Pakistan Penal Code or any special law, after the Officer in charge or any Senior Prison Officer has made necessary enquiry and is of the opinion that a *prima facie* case against such officer has been made out and that the case should not be dealt with departmentally, he shall forthwith suspend such officer and cause him to be brought before a Magistrate or a court to enquire into or try the case. Prosecution under the provision of this rule shall require a report in writing by an officer not below the rank of Superintendent (Senior Prison Officer).

397. **Jurisdiction barred.** No order passed under these rules shall be subject to review by any Court other than Sindh Service Tribunal.

CHAPTER-XIX
ADMISSION OF PRISONERS

398. **Prisoner when received.** No prisoner shall be admitted after the Prison has been locked up for night. The prisoner shall be received not later than hour before sunset. The prisoners received after lock-up shall be confined in separate cells or any other suitable place provided for the night. Barracks shall not be opened for this purpose.

399. **Prisoners to be received by an Assistant Superintendent.** (1) The Assistant Superintendent Incharge of admission shall receive all prisoners brought to prison during the day. Prisoner who arrives after lock-up or during the night or transfer from other prisons may be received by the Duty Officer.

(2) Newly admitted prisoners may be kept in New Arrival Barrack or cell not more than one day. New arrival barrack shall be constructed and equipped with such facilities as prescribed under regulations.

400. **No prisoner to be admitted without a proper warrant.**(1) The prisoner shall not be admitted into any prison except under a lawful warrant or order of commitment issued by a competent Court or authority addressed to the Officer In charge.

(2) If prisoner is required in more than one case, there shall be a separate warrant for each and every case and if there is no such warrant, the prisoner shall not be further detained.

401. **Identification of prisoners on admission.** (1) Before admitting a prisoner, the Assistant Superintendent In-charge of admission or duty officer shall question the prisoner and ascertain his name and other particulars correspond with those entered in his warrant or order and shall give a receipt in the prescribed form to the police escort. The In-charge police escort while handing over the custody, will produce Computerized National Identity Card (CNIC) of the prisoner or copy of Criminal Record Office Report (CRO) photographs or testify the identity of the prisoner in writing as per the particulars entered in the warrant of commitment to avoid impersonation.

402. **Thorough search of prisoners on admission.** Every prisoner on admission into a prison shall be thoroughly searched at the main gate in dignified manner by the gatekeeper under the supervision of the Assistant Superintencent or duty officer. All prohibited articles found on search shall be taken away from him. Cash, jewellery, clothing and any other articles belonging to the prisoner, shall also be taken away and entered in the admission register and stored under proper inventory. The receipt thereof shall be given to prisoner.

403. **Every prisoner to be given an admission number.** (1) Every prisoner shall have separate serial number assigned at the time of admission, as unsentenced prisoner number or sentenced prisoner number, as the case may be. The serial number of this register pertaining to him will be his admission number and it will be used along with his name and classification in all future references in official correspondence. The serial number will run with the calendar year.

404. **Writing-up and Medical Examination of prisoners.** (1) Every prisoner shall be written up in admission register by the Assistant Superintendent in charge of admissions and shall also be examined by the Medical Officer within twenty four (24) hours of his admission into the prison.

(2) The Medical Officer shall examine every prisoner and enter in the admission register, the age, height, weight and the state of health of the prisoner, specifying whether good, indifferent or bad, together with such observations in regard, to his physical or mental conditions as he may consider necessary and if the prisoner is sentenced to rigorous imprisonment, the class of labour for which he is fit, whether hard, medium or light. While describing a prisoner's health as bad or indifferent the Medical Officer, shall record the reasons such as enlarged spleen, anaemia, etc. He shall also note whether the prisoner has been vaccinated or has had small-pox.

405. **Un-explained injuries.** Every prisoner on admission shall be carefully examined by the Medica Officer for the presence of any un-explained injuries, wounds, contusions or abrasions and if detected shall be entered in the Injury Register and the admission register.

406. **Examination of Medical officer and report to officer in charge of Police.** When a prisoner with injuries on his body is admitted into a prison from police custody, he shall be examined immediately by the Medical Officer. If the examination reveals unexplained injuries not already recorded in the medico-legal report accompanying the prisoner, a report shall at once be made to the Officer In-charge of Police and the Court.

407. **Search and Examination of women prisoner.** In case of women prisoners, the search and examination shall be carried out by the lady Prison Officer.

408. **Record for purposes of identification.** A full personal description of every prisoner, with a note of any special marks on his person, and his left thumb impression, shall, for the purpose of identification, be recorded in the admission register including bio-metric and recorded as computerized.

409. **State of education to be recorded.** The state of education of every prisoner shall be recorded in the admission register and the history ticket.

410. **Convicted prisoners to be provided with prison clothing.** (1) Every convicted prisoner sentenced to rigorous imprisonment, shall be provided with prison clothing and equipment according to the prescribed scale.

(2) Every prisoner shall on admission be required to wash himself and his clothes thoroughly.

411. **Procedure on completion of entries in admission register.** On completion of the necessary entries in the admission register and of the procedure prescribed in this Chapter, the Deputy Superintendent shall check each entry and satisfy himself that the entries correspond with the warrants and are correct in every respect and shall append his initials in token thereof.

412. **Examination of warrants.** The Deputy Superintendent and the Assistant Superintendent in charge of admissions shall examine the warrant of every convicted prisoner and satisfy himself -

(i) that there is a separate warrant for every convict;

(ii) that the warrant bears the date on which the sentence was passed and the impression of the Court's seal is clear and distinct and the signature of the Presiding Officer of the Court is legible and in full;

(iii) that the parentage, caste, residence and occupation of the convict are duly set forth in the warrant;

(iv) that the period of imprisonment to which the convict has been sentenced is clearly written in block letters as well as in figures;

(v) that the nature of imprisonment, e.g. simple or rigorous, is clearly set forth in the warrant;

(vi) that the orders of the Court are clearly stated in warrant, e.g. -

(a) in case of a convict already undergoing a sentence, whether the sentence, or sentences passed subsequently shall take effect at once or after the expiry of the current sentence; and

(b) in the case of two or more sentences awarded on the same date whether the sentences shall run concurrently or consecutively;

(vii) that the full particulars of any further sentence of imprisonment to be undergone in default of payment of fine are recorded;

(viii) that in the case of prisoners previously convicted a statement of their previous conviction is duly recorded;

(ix) that the classification (habitual or casual) is recorded on the warrant; and

(x) that the Court which issued the warrant is competent to award the sentence recorded in the warrant.

413. **Procedure when warrant is doubted.** When an officer in charge of a prison has doubt as to the legality of a warrant or order sent to him for execution, or any particular of prisoner or the competency of the person whose official seal and signature are affixed thereto, to pass the sentence and issue such warrant or order, he shall refer the matter to the court or authority for necessary verification or authentication or correction, as the case may be.

414. **Officer in charge not to refuse admittance to a prisoner whose warrant is defective.** The officer incharge shall not refuse to admit a prisoner in whose warrant or order omissions and irregularities exist, but shall draw the immediate attention of the court concerned to the defects and ask for rectification at once sending at the same time, a copy of his letter to the District and Sessions Judge concerned for his information. The officer incharge shall however record the justification in refusing to receive or detain a prisoner in prison on a warrant to which is affixed a signature by means of a seal or stamp but he should ordinarily adopt the procedure detailed.

415. **Copy of warrant returned for correction to be kept.** When a warrant is returned for correction, an attested copy shall be retained in the prison office until the original is returned. Blank warrant forms shall be kept for this purpose.

416. **Calculation of date of release. Responsibility for correctness.** (1) The date on which the prisoner is entitled to be released shall be calculated by the Assistant Superintendent in charge of admission and an entry made in the release register or the release check register, as the case may be, under that date, giving the name, parentage and admission number, etc., of the prisoner. It shall not be the duty of the committing officer to note the date of release on the warrant. If such date is noted incorrectly or omitted the warrant shall not be returned for correction on that account.

(2) In case the release or check date is changed either by the imposition of additional imprisonment, or by reduction of the sentence, or by absence on bail or after escape, a new date of release or check date shall be fixed and an entry made under that date. The old entry should be scored through with red ink, and a reference made against it to the new date fixed.

(3) The Deputy Superintendent shall himself check each entry of date of release or check in the warrant, admission register and released

register or release check register and shall be personally responsible for its correctness.

417. **Officer Incharge to see necessary alterations in registers.** (1) The Officer Incharge shall be responsible to see that necessary alterations are made in the registers and documents noted in the preceding rule when a convict's sentence is enhanced or reduced on appeal. The officer in charge shall similarly be responsible for seeing that necessary alterations are made on the realization of fine.

(2) The officer in charge and the Deputy Superintendent shall initial these alterations.

418. **Rules for calculation of date of release.** In calculating the date of release, the following rules shall be observed:-

(a) The date on which the sentence was passed and the day of release shall count as days of imprisonment.

(b) The term "month" or "year" means a calendar month or a year.

(c) When a sentence includes a fraction of a month, the month shall be reckoned to consist of thirty days.

(d) If a sentence of death is commuted to one of imprisonment, the sentence of imprisonment shall be deemed to commence from the date on which the sentence of death was passed.

(e) If in case of a prisoner two or more sentences are to be undergone otherwise than concurrently, no day shall be counted as a day of imprisonment in respect of more than one such sentence.

(f) A sentence of imprisonment for one day shall be deemed to expire on the same day on which the sentence was passed.

Example-1. A prisoner sentenced to one year's imprisonment on 15th January, 2019 shall be released on the 14th January, 2020.

Example-2. A prisoner sentenced on the 1st January to one month's imprisonment shall be released on the 31st of the same month.

Example-3. A, B and C are sentenced respectively to one month's imprisonment on the 29th, 30th and 31st January, 2019, all three sentences will expire on the 28th February.

Note.-In a leap year sentences of B and C will expire on the29th February.

Example-4. A convict sentenced to $1^{1/2}$ month's imprisonment on 2nd February will be released on 16th March.

419. **Periods to be included for sentence.** If any prisoner is released on bail pending appeal or revision or his sentence of imprisonment is suspended for some time, for any reason, and such a prisoner is subsequently again committed to prison, the period during which the prisoner was out of prison or on bail or the sentence was suspended shall not count as sentence served, unless the warrant or the order of recommitment otherwise directs:

Provided that -

(a) a prisoner who is released on bail on the day on which the sentence of imprisonment is passed, shall not be deemed to have undergone any part of his sentence until he is again placed in confinement; and

(b) this rule shall not be deemed to apply to persons undergoing imprisonment under the provision of section 123 of the Code of Criminal Procedure.

Note:- A prisoner released on bail on a day subsequent to that on which he was committed to prison but who is again recommitted to undergo sentence in the same case, shall be entitled to count every day of admission and every day of release as day of imprisonment in respect of such sentence.

420. **Suspension of sentence of prisoners surrendered to foreign jurisdiction.** When a prisoner undergoing sentence in any of the prisons in the Sindh, for a conviction in Pakistan, is surrendered to a foreign jurisdiction, his sentence shall, be deemed to be suspended until the date of his surrender when it shall revive and have effect for the remaining unexpired portion of his sentence. The sentence of a prisoner undergoing imprisonment in default of furnishing security is not to be deemed to be suspended on his surrender to a foreign jurisdiction.

421. **Date of release when a period does not count towards sentence.** When a period has been excluded from a sentence under the preceding rules, the mode to be adopted in calculating the date of release is, take the full term of sentence as commencing from the date of re-admission and deduct from it the number of days already passed in prison, the date so arrived at, will be the date on which the sentence expires.

422. **Period spent on parole to count towards sentence.** The period spent out of a prison by a convict on parole shall count towards his sentence unless specifically ordered otherwise in any particular case.

423. **Period spent in hospital to count towards sentence.** The period spent by a prisoner in an outside hospital shall count towards his sentence.

424. **Date of release when two or more sentences run consecutively.** When a prisoner is sentenced to two or more terms of imprisonments to be served consecutively, the date of release shall be calculated as if the sum of the terms was awarded in one sentence.

Example.- *A* prisoner, sentenced on the 21st June, 2019 to one year's imprisonment, is, for another offence, subsequently sentenced to a further term of one year, the period will commence from the expiration of the first sentence. He will be released on the 20th June, 2020, not on the 19th June, 2021.

425. **Operation of a second sentence when the first sentence is set aside.** (1) When a prisoner has been committed to prison at one trial under two separate warrants, the sentence in the one will take effect after the expiry of the sentence in the other, the date of such second sentence shall, in the event of the first sentence being set aside on appeal, be presumed to take effect from the date on which he was committed to prison under the first or original sentence.

(2) Where separate sentences have been passed in separate trials, the sentences being consecutive, under section 397 of the Code of Criminal Procedure, the operation of the second sentence will, in the event of first sentence being set aside on appeal, commence from the date of conviction in the second sentence.

426. **Date from which a sentence finally passed shall count.** When an appellate Court modifies a sentence passed by a lower Court without change of section, or when an appellate Court passes a new sentence by changing the section or otherwise, the sentence finally passed shall count, unless otherwise specially directed, from the date of imprisonment under origina sentence.

427. **Calculation of date of release when a fine is partially paid.** If a prisoner is sentenced to imprisonment of which the whole or part is in default of the payment of any fine, and if the fine or a portion of it is not immediately paid, the date of release shall be fixed on such dates as shall correspond to payment as well as non-payment of the fine. When any portion of the fine is subsequently paid, the date of the release shall be altered accordingly.

Example.- *If* a prisoner is sentenced on the 1st January to six months imprisonment and to pay a fine of Rs.300, or in default of payment to be imprisoned for a further period of six months, then supposing that the prisoner, immediately on conviction pays Rs.100, the date of release shall be first fixed at 31st October, that is, six months plus four months (being the term proportionate to the amount of the fine unpaid), and entries shall be made on the warrant as the 30th June and 31st October; if he afterwards pays another Rs.100 the later date shall be changed to 31st August, on his paying the whole, the fact shall be noted opposite the entry on the 30th June.

428. **Calculation of remission on payment of fine.** If a prisoner is sentenced to fine and in default to imprisonment for a period and pays a portion of his fine, the remission for the payment shall be calculated in days, fractions of less than half a day shall not be counted. Half or over shall count as one day.

Example.- A prisoner is sentenced on 15th July to six months' imprisonment and to pay a fine of Rs.300 or in default six months further imprisonment. He pays Rs.63. The calculation shall be made as follows:-

$$\frac{\text{Number of days of imprisonment in lieu of fine} \times \text{Amount Paid}}{\text{Amount of fine}} = \text{Number of days to be remitted}$$

$$\frac{\text{Rs. } 180 \times 63}{300} = 37/4/5 \text{ days i.e} = 38 \text{ days}$$

Note.- Month shall be reckoned consisting of thirty days for the purpose of calculating the number of days to be deducted in lieu of the amount of fine realized.

429. **Disposal of notice intimating payment of fine.** If a fine is paid in part or whole after a prisoner is admitted in prison, the court receiving it will unless it has already received back the prisoner's warrant, with an endorsement showing that he has been released, notify the fact to the officer in charge. This notification shall be attached with the warrant and returned with it after the sentence has been carried out.

430. **Notice intimating payment of fine to be forwarded to the prison where the prisoner is transferred.** When a prisoner whose sentence includes imprisonment in default of payment of fine is transferred to some other prison, the officer in charge of transferring prison is responsible for seeing that notifications of payment of fine received by him, are promptly forwarded to the prison in which the prisoner is confined. Such notices shall always be sent under a registered courier.

431. **Payment of fine at the prison.** (1) Fine can be tendered at the prison with the written permission of officer in charge. The Deputy Superintendent will receive the fine or a portion thereof, issue a receipt to the person who paid it and shall on the first opportunity produce the warrant with an entry of the fact that such payment has been made, and credit given in the sentence, for the signature of the officer in charge.

(2) The Officer Incharge shall ensure that the fines received are remitted into the Government treasury without delay.

(3) All fines tendered at prison shall be received irrespective of the fact whether the prisoner is due for release or not provided he is confined in that prison.

432. **Action if no sentence has been awarded in lieu of fine.** If a prisoner sentenced to a fine in addition to asubstantive sentence and the order of the Court does not mention any imprisonment in lieu of fine, the prisoner will be released on the expiry of his substantive sentence and the court concerned informed of the fact.

433. **Imprisonment in lieu of fine to run after the expiry of all the substantive sentences.** If a prisoner sentenced to imprisonment in default of payment of fine is, either at the same time or subsequently, sentenced to a term of imprisonment without the option of fine, the imprisonment in default of payment of fine shall be kept in abeyance till the expiry of all the substantive sentence of imprisonment.

Example.- A prisoner is sentenced on the 9th June, 2005, to two years rigorous imprisonment and a fine of Rs.100 or in default six months further rigorous imprisonment. On the 9th of July of the same year he is sentenced on another charge to rigorous imprisonment for eighteen months and on the 15th of October, 2005, he is again sentenced on a third charge to rigorous imprisonment for two years. The sentence of six months imprisonment in default of payment of fine shall begin from the 9th December, 2010. (the date on which all the substantive sentences expire being the 8th December).

Note.- This covers the case of a prisoner whose first sentence of imprisonment is in default of payment of fine. Any substantive sentence of imprisonment subsequently passed shall count from the date of the first sentence, and the imprisonment in lieu of fine shall be taken effect last, although a portion of it may have been already served when the substantive sentence was awarded.

434. **Imprisonment under sections 106 or 118 Cr.P.C. in addition to substantive sentence:** (1) If any person, in respect of whom an order requiring security is made under section 106 or section 118, is, at the time such order is made, sentenced to or undergoing a sentence of imprisonment, the period for which such security is required shall commence on the expiry of such sentence.

(2) In other cases, such period shall commence on the date of such order unless the court, for sufficient reason, fixes a later date.

Note.— An order under section 123 of the Criminal Procedure Code directing that a person who has failed to give security shall be detained in prison is not a "sentence of imprisonment" for the purposes of section 397 of the Criminal Procedure Code. It is merely an order for detention in prison, and if it is passed under clause (2) of section 123, the court proceeding must be laid before the Court, which may thereafter pass such order on the case as he thinks fit, but if the Court confirms, or varies the order, and does not set it aside, the period for which detention is ordered must date from the time when the first court passed its order. Imprisonment for failure to give security for keeping the peace shall be simple.

435. **Sentence awarded to an escaped convict how to take effect.** When an additional sentence of imprisonment is passed on an escaped convict who has been recaptured, such sentence shall take effect according to the following:-

If the new sentence is severer in its kind then the sentence which such convict was undergoing when he escaped, the new sentence shall take effect immediately, and the expired portion of original sentence, shall be served subsequently. When the new sentence is not more severe, it shall take effect after he has served the unexpired portion of his original sentence.

Note.- A sentence of life imprisonment is severer than oneof imprisonment; a sentence of rigorous imprisonment is severer than one of simple imprisonment.

436. **Police registered prisoners.** (1) P.R. Slips sent by the Police shall be attached with the warrants and a note to this effect made on the warrants. Police registered prisoners are divided into two classes, namely, P. R. and P.R. T.

Letters 'T.R.' indicate that a prisoner is "Police registered" and shall be released from the prison in which he is confined at the time of his release.

Letters P.R.T. indicate that a prisoner is "Police registered" and that he is to be transferred one month prior to his release to the prison of the district noted on the slip as his native district.

(2) The registration of a prisoner as P.R.T. shall be recorded in red ink in the admission register and release register.

(3) The fact of a prisoner, being P.R. or P.R.T. shall have no effect in his classification.

(4) P.R. Slip received after a prisoner has been transferred to some other prison should be forwarded to that prison under registered cover.

(5) P.R. Slip of a prisoner shall be sent to the Officer in-charge of Police of the district of which he is resident, a fortnight before he is due for release.

437. **Abstract of Rules to be read and hung up in a conspicuous place.** (1) A summary of the rules or regulations relating to the conduct and treatment of prisoners shall be read over to every prisoner after his admission into prison and proper means shall from time to time thereafter be taken by the officer in charge to make every prisoner acquainted with the purport of all such rules for the time being in force.

(2) A summary, of the rules and regulations in vernicular language shall be provided to prisoners and shall also be pasted in every confinement place at some conspicuous place in every prison.

438. **Sentenced prisoners to be provided with history tickets.** (1) Every prisoner shall be provided with a history ticket in the prescribed form at the time of admission.

(2) The Assistant Superintendent Incharge of admissions shall record the full information required by .the columns provided in the ticket.

(3) The Medical Officer shall record the prisoner's age, weight, state of health and the class of labour for which he is fit. Entries of weighment shall be recorded monthly, Admission and discharges from hospital with the disease from which he suffered and also admission and discharges from the convalescent party shall also be recorded.

(5) The Deputy Superintendent shall check allotment of labour in the history ticket. He shall record in his own hand all punishments awarded to a prisoner. Entries of special remission and employment on any working parties shall also be made by him.

(6) Entries relating to appeals, letters received and sent, interviews, issue of clothing and awards of ordinary remissions shall be made and initialled by the Assistant Superintendent or other Officer entrusted by the officer in charge with these duties.

439. **Maintenance and custody of history tickets.** (1) History ticket shall be so maintained as to be a continuous record of the prisoner's conduct and employment throughout the period of imprisonment.

(2) The history ticket shall be stored in a locked almirah. The almirah shall be kept in a central place in the prison under the charge of an Assistant Superintendent or other official appointed by the officer in charge. If a history ticket is lost or spoiled, a duplicate shall be prepared with the permission of the officer in charge.

(3) All punishments and other entries shall be traced from the record and copied. The Deputy Superintendent shall check and sign a certificate on the new ticket that all entries have been correctly recorded. The word "Duplicate" shall be clearly marked on the ticket and it will show the date and the reason of preparation under the officer in charge signature.

(4) Tickets of under-trial and civil prisoners shall also be kept in prison like the history tickets of convicts. The history tickets shall be issued to the prisoners before weekly inspection of the officer in charge and received immediately after the inspection.

440. **Retention of history ticket after release or death.** The history ticket of every prisoner shall be retained in safe custody-

(a) in the event of release for one year; and
(b) in the event of escape or death for two years.

CHAPTER-XX
PRISONERS' PROPERTY

441. **Property to be received by prison official.** All cash, jewellery, articles of clothing and other property received with or found on the person of a prisoner, on his admission to the prison or sent subsequently by the police, or tendered for him by his relatives or friends, prior to his release, shall be received and taken over by the Junior Prison Officer on duty.

442. **List of property to be entered in admission register and read over to the prisoner.** (1) Such money and property shall be entered in the admission register and prisoner's property register and in the list of prisoner's property attached with prisoner's warrants and read over to the prisoner in the presence of the Assistant Superintendent, who shall attest the entries in the register and in the list of prisoner's property. If the prisoner can write, he shall be required to sign the list in token of its correctness, otherwise his thumb impression shall be affixed thereto.

(2) Entries in the admission register shall also be signed by the Deputy Superintendent as far as cash, jewellery, and other valuable properties are concerned, and by the Assistant Superintendent incharge of the prisoner's property in regard to clothing and other articles. Any list sent by the police with the property shall be filed with the warrant.

443. **Condition of clothing and full description of valuables to be recorded.** The condition of clothing, whether new, part-worn, or rags, shall always be recorded in the admission register and prisoner's property register and in the list of prisoner's property. If the clothing are woolen, the fact shall specifically be mentioned. In the case of jewelry and other valuable property, full description, weight and the estimated value shall also be recorded. All additions, erasures or alterations to the list of any prisoner's property, shall be initialed by the Deputy Superintendent.

444. **Receipt to be obtained of the official who receives the Property.** When such property is made over by an official receiving it to another official, the receipt of the latter official will be taken in the admission register. All cash, jewelry and other valuable articles shall remain in the custody of the Deputy Superintendent.

445. **Officer Incharge may refuse to receive property.** The Officer Incharge may receive or refuse any property tendered for a prisoner by his friends or relatives at the time of admission or subsequently and furnish copy of such order to the person, tendering the property, refused to be received.

446. **Money to be entered in cash book on admission.** (1) Receipt of all moneys belonging to the prisoners shall be entered and posted in the "prisoners' cash account register". Arrangement shall be made in the manner which shall ensure transparency in maintaining the property of the prisoner.

447. **Valuable property.** (1) The Deputy Superintendent shall keep all the valuable property belonging to the prisoners in his custody in the treasure chest in small bags or packets. Special envelopes shall be provided for the purpose on which number, name, sentence and date of sentence of the prisoner shall be written. Such property shall be entered in the register of valuable articles.

(2) The Deputy Superintendent shall enter these packets in the register of valuable articles according to the admission number of the prisoner. The register shall be re-written every alternate year. When a Deputy Superintendent is transferred, the register shall be checked and signed by both the relieved and relieving officers.

(3) The Officer Incharge shall check all the valuable property of the prisoners with register and admission register and satisfy himself as to its accuracy at least once a year and record the result in his order book.

Note.- Securities, Bonds, Coins and Currency notes offoreign countries shall be classed as valuable articles.

448. **Certain articles may be allowed to prisoners.** Subject to the Articles prohibited under these rules, the prisoners may be allowed to keep the permissible articles and such controlled articles for daily use in the prison as may be prescribed under the regulations.

449. **Treatment of property of prisoners.** Prisoner's property shal be dealt with in accordance with the following:-

(a) Articles of a perishable nature or which are likely to deteriorate by storage or of bulky nature may, with the consent of the prisoner, either be sold, and the sale proceeds credited to the prisoner's account or be handed over to his friends or relatives.

(b) If a prisoner is suffering from a contagious or an infectious disease, at the time of his admission, his clothes shall be destroyed forthwith, and a note made in the admission register and prisoners property register.

(c) Damaged or filthy clothes shall also be destroyed and the fact recorded in the admission register and prisoners property register.

(d) The clothing of every prisoner sentenced to rigorous imprisonment for two years or more, on the rejection of his appeal, shall be sold by public auction, and the proceeds credited to the prisoner's account, an entry to this effect will also be made in admission register and prisoners property register by the Assistant Superintendent.

(e) The clothing of every prisoner with a sentence of less than two years, shall be carefully packed, and kept in the private property godown.

450. **Clothing to be stitched in bundles and labeled.** (1) The clothing of prisoners retained in prison under clause (e) of rule 449 shall thoroughly be washed, repaired and stitched into bundles before being stored in the property godown. Every bundle shall be labelled giving the admission number, name, sentence and date of sentence and the contents of the packet. The bundles shall be arranged alphabetically.

(2) The washing material of such quantity for clothes shall be provided as may be prescribed under regulations.

451. **Disposal of cash property of the prisoners.** (1) The cash property of prisoners paid to them on release or disposed of otherwise during any month shall be paid by the Deputy Superintendent from the cash property of prisoners received during the same month.

(2) Should the cash received be in excess of that disbursed, the balance shall be remitted into the account maintained for the purpose at the close of the month.

(3) The receipt and the disposal of all money belonging to prisoners shall be entered and posted in the account register and when articles belonging to prisoners are sold, the amount realized shall also be entered on the list of private property attached to each prisoner's warrant.

(4) The Officer Incharge shall occasionally satisfy himself that the amount of cash deposited in the cash account to the credit of the prisoners corresponds with the amount shown in the account maintained for the purpose.

452. **Disposal of property on transfer of a prisoner.** On the transfer of a prisoner from one prison to another his money and property shall be sent with him to the prison to which he is transferred.

453. **Disposal of clothing of certain prisoners on transfer.** The clothing of every prisoner sentenced to two years or more shall, whenever possible, be disposed of as laid down in clause (d) of rule 449 before the prisoner is transferred to any other prison.

454. **Property may be made over to a relative or friend.** The Officer Incharge may, at the request or with the consent of a prisoner, make over the whole or any part of his money or other property in prison to any person he may specify except a prisoner; provided that the Officer Incharge may withhold and retain so much of the money or other property of such prisoner as he may think necessary for providing him with sufficient clothes and money on release.

455. **Confiscation and disposal of money and prohibited articles in a prisoner's possession.** (1) A prisoner at the time of his admission to prison on transfer or otherwise shall be warned in the main gate to surrender, any money or other articles which he may possess. Any cash or other articles voluntarily surrendered shall be deposited in his cash account or kept with his property.

(2) Any money or other prohibited articles, found in a prisoner's possession after admission to the prison shall be confiscated. The Officer Incharge may award a portion of the money recovered on search to the prison who discovers it, on the following scale:-

Upto Rs.1000	50%.
Rs.1001 toRs.2000	40%
Rs.2001 toRs.5000	33 1/3%
Above Rs.5000	25%

Full amount so recovered shall be entered and posted in the account. After disbursement of the award to the finder, the balance of such confiscated money shall be deposited in the treasury under head "XXII-Jails and convict settlement-A-Jails-Misellaneous".

(3) The Officer Inhcharge shall cause to be destroyed all prohibited articles such as poisonous or intoxicating substances, knives and other weapons of assault, etc., of minor value found with a prisoner. Valuable articles shall be sold by public auction and the sale proceeds deposited in the local treasury.

456. **Prisoners may be allowed to issue cheques.** (1) Cheques may be issued by the prisoners while confined in prison on the following conditions:-

(a) A cheque for not more thar fifteen thousand rupees may be allowed once in a week for maintenance of the dependents of the prisoner.
(b) The signature of the prisoner will be duly attested by the Deputy Superintendent.
(c) If a cheque for more than fifteen thousand rupees is required at any time, the relatives of the prisoners shall get a written permission from the District and Sessions Judge.
(d) The cheque book shall remain in the custody of the Deputy Superintendent.

(2) The opening of new bank account for prisner and the documents of registration of revenue property shall also be dealt with the prior permission of the District & Sessions Judge

457. **Disposal of the property of an escaped prisoner.** The money and other property of an escaped prisoner shall be retained in prison for one year from the date of his escape. If he is not receptured within that period, his property shall be sold and the proceeds together with each deposit, if any, deposited into local treasury as unclaimed property.

458. **Property of deceased prisoners.** (1) On the occurrence of a prisoner's death, his relatives shall be informed through the District and Sessions Judge of the details of the prisoner's property, any wish expressed by him before his death as to its disposal and the approximate price it is likely to fetch, if sold by auction.

(2) If the instructions are received within a reasonable time that the relatives want the property, it shall be sent to the legal heirs of the prisoner, through the District and Sessions Judge of his district, all transit charges being paid by such heirs. In the absence of such instructions, the property shall be sold and the sale proceeds together with the cash deposit, if any, sent to the legal heirs by money order after deducting the money order commission, through the District and Sessions Judge.

459. **Purchase of articles from a prisoner's cash account.** (1) A prisoner who has money in his account, maybe allowed to purchase such articles as permitted under these rules or regulations. A receipt for the articles purchased shall be obtained from the prisoner and pasted in the prisoner's cash account and property register.

(2) The Prisoners shal not be allowed to handle cash under any circumstances.

460. **Receipt for cash and property delivered to a prisoner on release or by his relative.** When cash and other property is delivered to a prisoner on release, he shall affix his thumb-impression or signature in the cash account and property register in the column provided for the purpose in token of its receipt or if cash or property is handed over to a relative or friend of a prisoner, a receipt shall be obtained and pasted in the same register.

461. **Compensation for loss of property.** If any part of a prisoner's money or other property is lost while in the custody of any prison officer the prisoner shall be compensated at the expense of the officer responsible for such loss. The officer in charge shall decide (quantum of compensation payable to the prisoner on the basis of the money or property lost) .

CHAPTER-XXI
APPEALS AND PETITIONS

462. **Facilities to prisoners for filing appeals.** The Deputy Superintendent shall inform every convicted prisoner, on first admission to prison, of the period within which an appeal from the order under which he has been committed to prison may be filed. If the prisoner desires to appeal, every facility shall be given to him for the purpose. A request for appeal, made within the period allowed, shall be attended to forthwith.

463. **Limitation for appeals.** (1) The periods allowed for appealing are as follows:-

(a) Appeal from the decision of a Court of Magistrate	30 days
(b) Appeal to the Sessions Court	30 days
(c) Appeal to High Court against sentence of death	07 days
(d) Appeal to the High Court in all other cases	60 days
(e) Petition for special leave to a appeal to Supreme Court	30 days

(2) The presentation of a petition of appeal by a convicted prisoner to the officer in charge shall, for the purpose of the Limitation Act, 1908, be equivalent to presentation to the Court. [Vide section 420 of the Code of Criminal Procedure].

(3) The officer in charge shall not withhold the appeal of any convicted prisoner, even though it be apparently barred by limitation.

464. **Interview for the purpose of appealing.** (1) Every convicted prisoner shall be allowed reasonable opportunity of interviewing his relatives, friends and legal advisers for the purpose of preparing his appeal. Every such interview shall be allowed within sight, but out of hearing of the prison officer supervising the interview.

(2) If a relative or agent of the convicted prisoner undertakes to submit an appeal on his behalf, the arrangement must be authorized by a

power of attorney to which the convicted prisoner shall affix his signature or thumb-impression. This shall be attested by the Deputy Superintendent or Assistant Superintendent.

465. **Prohibition against writing appeals without permission.** No prisoner or Officer of the prison shall prepare, write out or submit any appeal or petition on behalf of any prisoner without the previous permission in writing of the officer in charge.

466. **Procedure in the case of prisoners without friends, relatives or counsel.** (1) If a convicted prisoner without a friend, relative or counsel to act for him, elects to appeal, the officer in charge shall apply to the Court concerned for a copy of the judgment or order against which the appeal is to be filed. If several persons are sentenced in the same case, only one copy of judgment shall suffice for all the prisoners electing to appeal from the same prison.

(2) On receipt of the copy of the judgment or order, a prisoner if literate shall be allowed to write his own appeal. If the prisoner is not able to write, the officer in charge shall cause his appeal to be written for him by another prisoner or a prison officer strictly in accordance with the dictation of the appellant.

(3) An appeal preferred by a prisoner from the prison shall, before despatch, be read over to him in the presence of the Deputy Superintendent. If the prisoner approves of the appeal, he shall affix his signature or thumb-impression on it. The Deputy Superintendent shall sign the document and cause the official seal of the prison to be stamped on it.

(4) The officer in charge shall forward the appeal. with a copy of the judgment or order appealed against, direct to the appellate court as required by section 420 of the Code of Criminal Procedure.

(5) The appellate court will itself requisition the records from the Record Room.

(6) If after the receipt of the copy of the judgment or order, a relative, friend or agent of the prisoner undertakes to file the appeal on his behalf and the prisoner is willing, a copy of the judgment shall be delivered to him and a proper receipt obtained for it.

(7) The provisions of this rule shall also apply, mutatis mutandis, to petitions for revision or clemency and the like.

Note-1. In case other than summon cases, convicted prisoners are entitled under section 371 (1), Criminal Procedure Code, to a copy of the judgment free of cost. In summon cases no court fee are payable on the copy of the judgment.

Note-2. If a prisoner's appeal fails and he desires to preferan application for revision, he is not entitled to a free copy of judgment and must obtain it at his own cost.

Note-3. Copy of judgment of the High Court will besupplied free of cost to a prisoner under sentence of death if he wishes to file a petition for special leave to appeal to the Supreme Court.

467. **When an appeal is not desired.** If any prisoner states that he does not wish to appeal, the fact shall be recorded on his history ticket and initialed by the officer in charge. The date on which a convict decides to appeal or not to appeal should also be recorded. Subsequent entries relating to the appeal and its result shall also be recorded thereon.

468. **Prisoners not to be transferred pending appeal.** With the exception of such class of prisoners forwhom transfer orders are from time to time issued, prisoners who have not completed the period allowec for appeal without appealing or until the decision of their appeals, shoulc not ordinarily be transferred to another prison. If any such prisoner is transferred, it is the duty of the transferring prison to apply for a copy of the judgment, and forward it promptly to the prison where the prisoner has been transferred.

469. **Appeals of prisoners transferred.** When any communication relating to the appeal of a prisoner who has been transferrec, is received, it shall be forwarded without delay by registered post to the officer in charge in which the prisoner is confined after noting the same in the admission register of the prison from which the prisoner has been transferred.

470. **Reminder enquiring the result of the appeal.** (1) If the result of an appeal to the Sessions Court is not communicated within one month, or in the case of an appeal to the High Court, within three month's of the date on which the appeal was submitted, the officer in charge shall send a reminder to the Court with a copy to the Officer in charge of Prosecution and repeat the enquiry at reasonable intervals until it is communicated.

(2) The result of appeal shall, when received, be communicated to the prisoner concerned and entered in his history and admission register. The letter conveying the result of appeal should be filed with the prisoner's warrant.

471. **Procedure when a Court directs retrial of a prisoner.** If an appellate Court directs that a prisoner be retried and a warrant for his release on bail or for his custody ending trial is not received at the same time, the prisoner shall unless he has to undergo a sentence or another warrant, be removed to the under-trial prisoner's confinement place, and the officer in charge shall apply to the Court for a warrant for his custody pending trial.

472. **Petitions from prisoners sentenced by Court Martial.** (1) No appeal lies from a sentence passed by a court-martial, but a person convicted by a court martial under the Pakistan Air Force, Navy or Army Act, has a right to submit one petition, only against the finding or sentence for disposal by the highest authority to whom he is authorized to apply. His legal right to submit a petition, and the authority to which a petition shall be addressed, are explained to every accused at the time of promulgation of the sentence.

(2) The petition should be forwarded to the Officer commanding of the unit to which the prisoner belonged who will forward the same alongwith the record of the proceedings to the highest authority. Appeals for petitions addressed to the President of Pakistan or to any civil authority, will be forwarded to the Adjutant-General Headquarters, Rawalpindi, Director of Personnel, Naval Headquarters, Karachi or Director of Personnel, Air Force Headquarters Peshawar liberty as the case may be, for disposal.

473. **Petitions for clemency.** Every prisoner shall be at liberty to submit a petition to Government for clemency, and shall, if he desires, be accorded reasonable facilities for preparing and submitting such a petition. Except in the case of petition against the execution of sentences of death, all such petitions must be accompanied by copies of the judgment of the Court of conviction and of any superior Court, which may have dealt with the case on appeal or revision. These will be supplied by the petitioners themselves:

Note-1. Once a petition for clemency has been rejected no second or subsequent petition shall be forwarded to Government for consideration unless there are fresh grounds, which the officer in charge shall himself certify quoting the previous references.

Note-2. While forwarding the petition for clemency of a prisoner, his mercy petition role on the prescribed form alongwith a report by the Medical Officer on the present state of health of the prisoner shall also be sent. Any outstanding achievement gained by a prisoner such as in education or industry etc., shall also be brought to the notice of Government.

Note-3. All petitions for clemency shall ordinarily be addressed to the Governor of the Province and shall be routed through the Inspector General of prisons.

474. **Appeals and petitions to Supreme Court.** (1) Appeals can only be preferred to the Supreme Court of Pakistan in pursuance of special leave to appeal granted by the Court upon a petition in that behalf presented by or on behalf of the intending appellant.

(2) All petitions and applications for special leave to appeal shall ordinarily be lodged in the Supreme Court within thirty (30) days from the date of the judgment or order against which appeal is to be filed; provided that the Supreme Court may, for sufficient cause, extend the time. For this purpose, an application for condonation of delay setting forth cogent reasons shall have to be filed alongwith the petition of appeal.

(3) The petitioner, if he is in prison, may either direct his relatives to file a petition for special leave to appeal in the Supreme Court, through a properly constituted attorney enrolled in that court or present his petition for special leave to appeal and the following documents to the officer in charge who shall, after obtaining signature or thumb-impression of the petitioner thereon, forward the same to the Registrar Supreme Court of Pakistan for dispose.

(a) A certified copy of the judgment of the High Court appealed against;

(b) a certified copy of the judgment of the Lower Court in case of an appeal for a conviction by the High Court reversing an order of acquittal passed by the Lower Court; and

(c) an application for condonation of delay if petition for special leave to appeal is preferred after the prescribed time.

Note. An English translation of the petition shall also be forwarded if it is written in any other language.

(4) No Court fee is to be affixed to any of the documents filed in the Supreme Court.

(5) The decision of the Supreme Court will be communicated to the officer in charge of the prison in which the petitioner is confined.

475. **Petition for special leave to appeal to Supreme Court by or on behalf of condemned prisoner. Execution to be postponed.** In accordance with the Supreme Court Rules, 1980, the petition for special leave to appeal should ordinarily be lodged in the Supreme Court within thirty days from the date of the judgment or order sought to be appealed from. The execution of all condemned prisoners shall remain postponed from the date of the High Court's judgment pending final orders from the Government.

(2) If intimation is received from or on behalf of the condemned prisoner that it is intended to apply to the Supreme Court, within thirty days of the date on which the officer in charge has informed him of the confirmation of his sentence by the High Court for special leave to appeal, proof must be furnished to the Administrative Department that the appeal has been filed in the Supreme Court.

(3) The officer in charge of the prison shall also communicate the case to the Registrar of the Supreme Court and shall request him to confirm that an appeal has actually been filed on behalf of the prisoner. If appeal has been filed through the prison, the officer in charge shall inform the Administrative Department of this fact.

476. **Petition for mercy from or on behalf of condemned prisoner** (1) Immediately on receipt of intimation of the dismissal by the Supreme Court of his appeal or application for special leave to appeal or of the breaking down of his application for special leave to appeal, in case the condemned prisoner has made no previous petitions for mercy, the officer in charge shall inform the condemned prisoner concerned that if he desires to submit a petition for mercy, it shall be submitted in writing within seven days of the date of such intimation.

(2) If a condemned prisoner submits a petition within the period of seven days prescribed under sub-rule (1), the officer in charge of the prison shall forthwith dispatch it to the Administrative Secretary, together with a covering letter reporting the date fixed for the execution by the Sessions Judge, and shall certify that the execution has been stayed pending the receipt of the orders of Government on the petition.

(3) If no reply is received within thirty days from the date of the dispatch of the petition under sub-rule (2), the officer in charge shall remind the Administrative Secretary, drawing attention to the fact, but he shall in no case carry out the execution before the receipt of Government's reply. If after consideration, the Government rejects the petition, it shall be forwarded to the Secretary to the Government of Pakistan, Ministry of Interior. In case, however, Government decides to commute the sentence, the petition to the President shall be with-held and intimation of this fact shall be sent to the petitioner and to the officer in charge of the prison where the prisoner is confined.

(4) If the condemned prisoner submits a petition after the period prescribed by sub-rule (1) above the officer in charge of the prison shall at once forward it to the Government stating that pending a reply the sentence will not be carried out. If such petition is, however, received by the officer in charge till evening on the day preceding that fixed for the execution, he shall at once forward it to Government and at the same time through electronic means, giving the date of execution and stating that the sentence will not be carried out pending the receipt of the orders of Government.

(5) If the condemned prisoner submits a petition after the period prescribed, it will be within the discretion of Government to consider the petition and to postpone execution, and also to withhold or not to withhold the petition addressed to the President whether Government considers the Petition adcressed to it or not. In the following, Government shall, whether it considers the petition or not, forward the petition to the Secretary to Government of Pakistan, Ministry of Interior, and shall simultaneously postpone execution pending the receipt of the orders of the President:-

(i) Where the sentence of death was passed by an appellate court on an appeal against the prisoner's acquittal, or on an application for enhancement of sentence preferred by the Government, or as a result of an enhancement of sentence by the appellate court on its own motion; or

(ii) Where the circumstances of the case are such which in the opinion of Government render it desirable that the President should have an opportunity of considering it. Such cases would include those of a political character and cases in which for any special reason considerable public interest has been aroused.

(6) Government shall withhold a petition submitted by a condemned prisoner when a petition containing a similar prayer has already been submitted to the President. The petitioner shall be informed of the fact of withholding the petition and reason thereof.

(7) While forwarding a petition for mercy to the President from a prisoner under sentence of death, Government shall forward with it the records of the case and its observations and comments on the grounds urged for commutation, and if it had previously rejected a petition addressed to itself and a brief statement of the reasons thereof.

(8) Government shall transmit petitions for mercy alongwith the records of the case to the Secretary to the Government of Pakistan, Ministry of Interior, as expeditiously as possible, and upon receipt of the President's orders shall immediately send an acknowledgment in the same manner as is used for communicating the orders. If the petition is rejected, orders will be communicated by a duly registered, express letter and receipt thereof shall be acknowledged by express letter. Orders commuting death sentences shall be communicated also by electronic means in all cases and the receipt thereof shall also be acknowledged by electronic means.

(9) Petitions for mercy submitted on behalf of a prisoner under sentence of death by his relative or friend shall be dealt with in the manner provided by these rules for dealing with a petition from the prisoner himself. A petitioner on behalf of a condemned prisoner shall be informed of the orders passed in the case. If the petition is signed by more than one person, it will be sufficient to inform the first signatory. The prisoner shall also be informed of the fact of the petition having been submitted on his behalf and of the orders passed thereon.

(10) In the event of its coming to knowledge of the officer in charge at any time before the execution of the sentence that altogether exceptional circumstances have arisen which plainly demand a reconsideration of the sentence, he is at liberty, anything in the foregoing rules notwithstanding, to report the circumstances by registered express post and also by electronic means to Government and ask for its orders and to defer execution till they are received.

(11) The officer in charge shall at once repeat back to the Administrative Secretary all electronic means orders to him regarding petitions for mercy, by way of acknowledgement of their receipt.

(12) When acknowledging the orders of the Government and the intimation that the petition has been forwarded for the orders of the President of Pakistan. The officer in charge shall certify that the execution remains stayed pending the orders of the Presicent of Pakistan.

(13) On receipt of intimation about the rejection, by the President, of a petition submitted by or on behalf of a condemned prisoner or a prisoner undergoing sentence of imprisonment, Government shall inform the officer in charge of the Prison concerned about it. The officer in charge shall make an entry in the relevant register accordingly.

(14) If, after the rejection of the petition by the President, orders are received from Government regarding the commutation of the death sentence of a condemned prisoner or the release of a prisoner before the due date of release, without any indication as to the approval of the President having been obtained in this behalf, the officer in charge shall at once send to the Government by electronic means pointing out that the petition of the prisoner had already been rejected by the President and enquiring whether the prior approval of the President has been obtained by the Government to the commutation of the death sentence/release of the prisoner. A copy of the same letter will be endorsed by him to the Ministry of Interior.

(15) If the reply from Government is in the affirmative, the orders of that Government shall be implemented forthwith and intimation in this regard sent to Government as well as to the Ministry of Interior, Government of Pakistan.

477. **Fixing of date of execution.** (1) On receipt of the final orders of Government to carry out the execution, the officer in charge shall request the Trial Court concerned to fix a date for the execution of the sentence of death in accordance with paragraph 39 of Chapter 24-B of the High Court Rules and Orders, Vol. III.

(2) The date so fixed will be intimated to the Provincial and Federal Government through the fastest means of communication.

(3) The officer in charge shall make arrangements for summoning of relatives and friends of the condemned prisoner for the last interview, making of will, if any, and such like other purpose.

478. **Officer in charge to visit his office on the morning of execution.** On the morning of any execution, the officer in charge shall, before proceeding to the confinement place of condemned prisoner, enter his office and assure himself that there is no communication awaiting him connected with the execution.

479. **Instructions regarding submission of mercy petition of condemned prisoners.** The following instructions are laid down for the preparation and submission of mercy petition of condemned prisoners by the officer in charge:-

(i) Each and every mercy petition submitted by a condemned prisoner shall simultaneously be addressed to the President of Pakistan, Islamabad and the Governor of the Province and should be in duplicate.

(ii) If the petition is submitted in Urdu or any other language, it shall be accompanied by a carefully prepared translation in English in duplicate, which to ensure its accuracy should be examined by the officer in charge. The documents shall be attested by the officer in charge.

(iii) The mercy petition roll, in duplicate, shall also accompany the petition.

(iv) In case where the condemned prisoner takes plea of young or old age, unsound mind or ill-health, two copies of the Medical report by the Medical Officer, of the prison shall also be submitted, stating therein the correct age, ailment, infirmity, etc., as the case may be.

(v) If in the opinion of the officer in charge and the Medical Officer the prisoner was below eighteen (18) years of age on the date of occurrence of the crime or above sixty (60) years on the date of submission of mercy petition, a copy of the birth certificate or particulars of birth viz date of birth of the prisoner and the name of the union council or committee and the District where the entry of birth was recorded may be obtained from the relatives of the prisoner and forwarded to Government.

(vi) All correspondence pertaining to condemned prisoner shall always be made in pink coloured envelopes inscribed. "Death case Immediate" standardized for use in all prisons.

480. **Procedure of opening dak relating to condemned prisoners in prison.** There must be in each prison, an official designated by name who will be responsible for receiving and opening all communications received in the prison at all times of the day and night, from Government or elsewhere in general and in respect of condemned prisoners in particular. All such communications shall immediately be brought to the notice of the officer in charge or in his absence, the Deputy Superintendent.

481. **All letters to be signed by the Officer In-charge or Deputy Superintendent.** All letters acknowledging the receipt of letters of Government in death cases must be signed by the officer in charge or in his absence by the Deputy Superintendent of the prison.

482. **Communication of Orders.** (1) The orders of the Governor rejecting the petition for mercy from condemned prisoners will be communicated by an express letter and shall be promptly acknowledged by the officer in charge by post.

(2) The orders of the President declining to interfere and ordering the carrying out of the execution will be conveyed by Government by electronic means and will be repeated back to Government by electronic means by the officer in charge. The orders of commutation of death sentence and the postponement of execution will also be communicated by electronic means and should be acknowledged, by the officer in charge, by electronic means.

483. **Procedure when acknowledging orders of Government.** When acknowledging any orders of Government postponing the execution, the officer in charge shall state in his acknowledging letter that the execution has been postponed pending further orders of the Government.

CHAPTER - XXII
PRISONERS UNDER SENTENCE OF DEATH

484. **Warrant of commitment for sentence of death.** As soon as a prisoner is sentenced to death, the police officer who attends the trial shall inform the Officer In-charge of the prison of the fact. If the sentence is passed by the Sessions Judge, that officer will issue a warrant of commitment pending confirmation of the sentence by the High Court. When the sentence has been confirmed by the High Court or is passed by the High Court, a warrant of execution will be transmitted by the Session Judge, or the High Court as the case may be, to the Officer In-charge of the prison in which the condemned prisoner is confined.

485. **Search and confinement.** Every prisoner under sentence of death shall be searched immediately on arrival in the prison by, or under the orders of, the Deputy Superintendent, and every article of clothing and other articles of whatever description shall be taken away from him. After having furnished him with prison clothing, bedding, aluminum utensils and light chappals, the Deputy Superintendent shall remove him to a cell and forthwith make arrangements for his separate confinement under section 39.

486. **Cell to be examined. Facilities be provided.** (1) The Deputy Superintendent or the Assistant Superintendent Incharge of concemned prisoners shall examine every cell in which a condemned prisoner is to be confirmed. He shall satisfy himself that, it is secure and does not contain any article which the prisoner could possibly use as a weapon of offence or as an instrument with which to commit suicide, or which in the opinion of the Officer In-charge, is in-expedient to permit in such cell.

(2) All cells usec for the confinement of condemned prisoners shall be provided with flush, toilet seats and low level water taps. Privacy should be ensured.

(3) Electric fan shall be provided in every such cell but precautions should be taken to ensure that the prisoner is unable to reach it.

487. **Special guard over condemned prisoners.** Every condemned prisoner shall be confined in a cell apart from all other prisoners and shall be placed both by day and night under the charge of a special guard.

488. **Information to be supplied to prisoner.** The date fixed for the execution, the periods within which appeals or petitions must be submitted, and the result of the petition in each case, shall be intimated to the condemned prisoner by the Deputy Superintendent or the Assistant Superintendent

489. **Light at night.** Electric light shall be provided from sunset to sunrise in condemned prisoner's cell, so that he may at times remain under observation.

490. **Munj mat not to be issued.** Munj mat shall not be issued to any condemned prisoner. An extra blanket shall be issued.

491. **The guarding of condemned prisoners.** The duty of guarding condemned prisoners shall always be entrusted to the most trust worthy Junior Prison Officer on the establishment.

492. **Duty of Junior Prison Officer over condemned prisoners.** (1) The Junior Prison Officer on duty over the condemned prisoners shall be armed with a cane stick and provided with a whistle to raise alarm when necessary. Number of Junior Prison Officers over condemned prisoners shall be in the discretion of the Officer In charge.

(2) The Junior Prison Officer shall be posted in or immediately outside the door of the cell yard accordingly, as the prisoner is in the cell yard respectively, and shall keep him constantly in view. He shall not allow any person except the persons authorized uncer proper guard, to go near or communicate with the prisoner, without an order in writing from the Officer In-charge, when not accompanied by him.

493. **Duty of In-charge Custody over condemned prisoners.** The incharge custody on duty shall visit the cells occupied by condemned prisoners frequently at uncertain hours during the day and night and cells secure and the light are burning brightly. He shall report forthwith to the duty officer any neglect on the part of his subordinate or any unusual or suspicious conduct on the part of a prisoner.

494. **Condemned prisoners to be searched twice daily.** The Assistant Superintehdent incharge shall have every condemned prisoner carefully searched at morning and evening. He shall have the cells carefully examined in his presence and shall satisfy himself that the prisoner has no forbidden articles in his possession and that the cell is sound and secure. He shall also examine the prisoner's food and be present when it is issued. He shall report in his report book that he has carried out these duties.

495. **Diet Precautions to be taken.** (1) All prisoners under sentence of death shall be allowed the ordinary diet of convicted prisoners. All food intended for consumption by a condemned prisoner shall be examined by the Deputy Superintendent, Assistant Superintendent or Medical Officer, who may withhold any article he regards with suspicion and report the circumstances to the Officer In-charge. The food shall be delivered to the prisoner in the presence of the in charge custody on duty.

(2) Prisoners under sentence of death shall be permitted to arrange to supplement their food at their own cost. The cost shall be paid to the Officer In-charge who will arrange for the preparation of the food within the prison premises or purchase fruits, etc. for them.

496. **Condemned prisoners allowed usage of books.** A condemned prisoner who can read shall be encouraged to read suitable books from the prison library. He may also be permitted to obtain at his own expense such books, as may be approved by The Officer In-charge. Newspapers shall also be allowed

497. **Smoking by condemned prisoners.** Condemned prisoners are allowed to smoke cigarettes or biris at their own expense, but these will be obtained through the prison.

498. **Prohibition against restraints.** Condemned prisoners shall not be restrained except to ensure safe custody whenever situation arises.

499. **Precautions for women prisoners.** In case of woman prisoner under sentence of death –

(I) the prisoner shall be guarded by women Junior Prison Officer;

(II) the search of the prisoner shall be conducted by a woman Junior Prison Officer without the presence of any male official, but the cell shall be examined by the Assistant Superintendent;

(III) the food shall be distributed by a woman Junior Prison Officer in the presence of the Assistant Superintendent; and

(Iv) the prisoner shall not be restrained when she is allowed into the cell yard.

500. **Women certified to be pregnant.** When a women prisoner sentenced to death is certified by Medical Officer to be pregnant, the warrant with the fact noted on it, shall be returned to the Sessions Judge, who is empowered to direct the postponement of the execution pending the orders of the High Court.

501. **When a woman declares herself pregnant.** When a woman prisoner sentenced to death declares herself to be pregnant and the Medical Officer is unable to certify the correctness of otherwise of the statement, he shall record the fact in writing and the interval of time necessary to enable him to arrive at a definite decision. This record along with the warrant shall be forwarded to the District & Sessions Judge.

502. **Sentence may be postponed or commuted.** If a women sentenced to death is found to be pregnant, the High Court shall order the execution of the sentence to be postponed, and may if it think fit, commute the sentence to imprisonment for life as provided in section **382** of the Criminal Procedure Code.

503. **Evidence of condemned prisoners.** When the evidence of a condemned prisoner is required, the Court shall proceed to the prison for the purpose, and shall not require the prisoner's attendance; provided that if the presence of a prisoner under sentence of death is required by a Session Judge or High Court for the purpose of taking additional evidence in the case under section 428 of the Code of Criminal Procedure, 1898, the prisoner's attendance may be required under before the court.

504. **Communication of date and time of execution.** When the date of execution has been finally fixed, The Officer In-charge shall inform the Deputy Commissioner and the relatives and friends of the condemned prisoner by telephone or other means and through the Deputy Commissioner of the date and time of the execution.

505. **Officer responsible for execution. Mishap to be reported.** (1) The Officer In-charge is responsible that the arrangements for an execution are complete and are made in good time and that the gallows, rope, cap and pinioning straps are in the good order. The Officer In-charge shall not delegate to any subordinate the charge of the arrangements for an execution. He shall ordinarily remain at headquarters during the 24 hours preceding the execution.

(2) The occurrence of any mishap or departure from the rules shall be reported to the Inspector-General.

506. **Place of execution.** (1) Executions shall normally take place at the Central Prison of the Division in which the prisoner was sentenced, unless the warrant otherwise directs.

(2) If a condemned prisoner requests for change of place of execution for any cogent reason, his petition shall be forwarded to Government through Inspector-General, for orders. If Government orders change in the place of execution, the warrant shall be returned to the Sessions Judge who issued it for altering the place of execution on the warrant.

(3) If a condemned prisoner is executed in a prison other than his home-district prison, his dead body, if claimed by relations, shall be transported to his home at Government expense. In case it is not claimed by relatives, it shall be buried in the prison graveyard.

507. **Description and testing of rope.** (1) A manilla or cotton rope 2 Cm.-5 Mm. indiameter shall be used for executions. At least five such ropes in serviceable condition shall be maintained at every prison where executions are to take place. The rope should be 5M-80Cm. in length, well twisted and fully stretched. It should be of uniform thickness capable of passing readily through the noose ring anc sufficiently strong to bear the strain of 127 Kilograms with a 2 M-13 Cm. drop.

(2) The ropes and gallows shall be tested in the presence of the Officer In-charge, one day before the date fixed for execution. If a rope does not pass the test, another one shall be substituted anc tested.

(3) Ropes that have been tested shall be locked up in a place of safety.

(4) On the evening before the execution, the gallows and ropes shall be examined to ascertain that they have not been damaged since the test.

(5) The rope shall be tested by attaching to one end a bag of sand equal 10 one and a half times the weight of the prisoner to be executed and dropping this weight the distance of the drop calculated for the prisoner.

(6) The Officer In-charge shall condemn a rope which shows signs of wear or when he has any reason to suspect its reliability. No rope more than five years old shall be used at any execution. A label duly signed by the Officer In-charge shall be sewn on to each enc of every exaction rope showing the date of its purchase.

508. **Regulation of drops.** (1) The drop is the length of the rope from a point on the rope outside the angle of the lower jaw of the condemned prisoner as he stands on the scaffold, to the point where the lope is embraced in the noose after allowing for the construction of the neck that takes place in hanging.

(2) The following scale of drop proportionate to the weight of the prisoner is given for general guidance. The Officer In-charge must use his discretion and also be guided by the advice of the Medical Officer and the physical condition of the prisoner:-

	Kg. Gr.	Drop Cm Mm
For a prisoner under	45- 3 10 Weight	2 13
For a prisoner under	54 - 320 Weight.	1 82
For a prisoner under	63- 5 10 Weight	1 67
For a prisoner under	81 - 654 Weight	1 52

Explanation. The length of the rope should be equal to the distance from be am to the plank plus the difference between the drop and the height upto the angle of lower jaw of the condemned prisoner. If such height comes out to be more than drop, the difference is to be deducted and the end of the rope in that case will be slightly above the plank.

509. **The Executioner.** (1) Executions shall be carried out by the public executioner whenever his services are available and failing him, by some trust-worthy individual locally entertained for the purpose or by a prison official or a reliable prisoner.

(2) On the First occasion "of the employment of any person to perform the work of an executioner, the Officer In-charge shall satisfy himself that he under stands how to perform the duty.

(3) A person who carries out the execution shall be paid Rs. 1000 out of the Contingencies.

(4) The services of the public executioner should be obtained through The Officer In-charge of the Central Prison intimating at the same time, the date fixed for the execution. All Central Prison prisons will employ a public executioner on its permanent establishment.

510. **Officer to attend execution.** The Officer In-charge, the Medical Officer and a First Class Magistrate deputed by the (Sessions judge) shall be present when an execution is being carried out. The Medical Officer must not be below the rank of grade 17. When The Officer In-charge is also a Medical Officer, it is not necessary for another Medical Officer to attend.

511. **Prison guards at executions. Police force when necessary.** (1) When the execution is to take place inside the prison, security wing of at least twelve Junior Prison Officer shall be present at the main gate with necessary rifles and ammunition per man, half an hour before the time fixed for execution. The security wing shall not enter the prison unless called upon to suppress any disturbance or when spectators are admitted.

(2) When the execution is to take place outside the prison walls for any reason, the Officer In-charge shall send intimation of the fact to the Officer In-charge of police, two clear days before the date fixed for the execution to enable him to arrange for the attendance of Police guard of one Sub-Inspector, two Head Constables and twelve Constables and more if any disturbance is apprehended. The police guard will be in addition to the Junior Prison officer of the prison which shall also fall in the same manner as when the execution is inside the prison.

512. **Prisoners to be locked-up at the time of execution.** Whenever an execution is being carried out, the prisoners shall remain locked-up in their barracks and cells till the execution is over and the body is removed.

513. **Time and day of execution.** (1) Executions shall take place at the following hours:-

May to August	4.30A.M.
March April, September, and October	5.30A.M.
November to February	6.30 A.M.

(2) Executions shall not take place on Sundays, gazetted holidays, the day following Sunday and holiday and in the month of Ramzan Sharif.

514. **Procedure to be adopted at execution.** (1) The Officer In-charge and Deputy Superintendent shall visit the condemned prisoner in his cell a few minutes before the hour fixed for execution.

(2) The Officer In-charge shall first identify the prisoner as the person named in the warrant and read out a translation of the warrant and sequence of rejection of appeal and mercy petitions in national or regiona language to the prisoner in the presence of the Coordination Officer. Any other document requiring signature by the prisoner, such as his will, shall thereafter be signed by him and attested by the Coordination Officer. The Officer In-charge will then proceed to the scaffold; the prisoner remaining in his cell. In the presence of the Deputy Superintendent the hands of the prisoner will next be pinioned behind his back and his fetters (if any) removed.

(3) The prisoner shall then be taken to the scaffold under the charge of the Deputy Superintencent and guarded by a any incharge custody and six Pcs, two proceeding in front, two behind and one holding either arm.

(4) On the arrival of the prisoner at the scaffold where The Officer In-charge, Coordination Officer and Medical Officer have already taken their places, the Officer In-charge shal inform the Coordination Officer that he has identified the prisoner. The prisoner shall then be made over to the executioner.

(5) The condemned prisoner shal mount the scaffold and shall be placed directly under the beam to which the rope is attached, the Junior Prison Officer still holding him by the arms.

(6) The executioner shall next strap his legs tightly together, place the cap over his head and face and adjust the rope tightly round his neck the noose being 3Cm 7 Mm to the right or left of the middle line and free from the flap of the cap.

(7) The Junior Prison Officer holding the condemned man's arms then withdraw and at a signal from the Officer In-charge, the executione shall carry out the sentence.

515. **Body to remain suspended half an hour. Return of warrant.** (1) The body shall remain suspended for half an hour and shall not be taken down till the Medical Officer declares life extinct.

(2) The Officer In-charge shall return the warrant of execution to the Sessions Judge with an endorsement to the effect that the sentence has been carried out.

516. **Spectators may be admitted.** Respectable male acults up to maximum of twelve, may be admitted with the sanction of the Officer In-charge, to witness an execution either inside a prison, or into the gallows enclosure when the gallows is outside the prison; provided that The Officer In-charge may in his discretion refuse admission altogether or to any particular individual. Spectators are to be kept at a distance and a sufficient strength of the guard should be drawn up close at hand, ready, prepared to suppress any disturbance or frustrate any attempt at rescue.

CHAPTER – XXIII
PRISONERS IN CELLS

517. **Separate Confinement under section 39 of the Act.** For the purposes mentioned in section 39, the Officer Incharge is empowered to confine a prisoner either in association or individually in cells, or partly in one way and partly in the other. If any prisoner is confined in a cell under that section, he shall, if circumstances permit, be treated in all other respects like ordinary prisoner confined in association. He shall be locked

up and unlocked at the same hours an allowed to work and have meals in association with other prisoner. The prisoner is kept in a cell because it is considered expedient to confine him there and not because he has been given this confinement as a punishment. The Officer Incharge shall see that this rule is not used as an excuse, for keeping prisoners in cells as a punishment. When it is intended to keep a prisoner in a cell as punishment, action shall be taken under Chapter-XXXIX.

518. **Construction of cells.** (1) A sufficient number of cells shall be provided in every prison.

(2) Cells intended for separate and cellular confinement shall have a general yard with suitable sanitary and bathing arrangements in which the occupants can take meals in association and be allowed to take exercise.

519. **No prisoner to be placed in a cell without a written order.** A prisoner shall not be placed in a cell either as punishment or for separate confinement without the order of The Officer In-charge duly recorded on his history ticket.

520. **Cell tickets.** If a prisoner is confined in a cell by way of prison punishment for any other cause a cell ticket shall be posted outside the cell showing particulars of the prisoner.

521. **An officer to be within hearing of prisoners in cells. Visits.** Every prisoner confined in a cell shall invariably be in the immediate charge of a Junior Prison officer. The guards shall be so arranged and posted both by day and night that all prisoners in cells shall at the times have the means of communicating with a prison officer. Every prisoner so confined shall be visited by a Junior Prison Officer on duty at least once an hour by day and night. The relieving and the relieved incharge custody shall visit the cells together at every change of shift to see that the correct number is confined therein and that all is well.

522. **Close supervision of prisoners confined in cell.** (1) A strict watch shall be kept over all prisoners confine in cells to prevent them from committing suicide, injuring themselves or doing any other unauthorized acts. Every mental patient, suspected mental patient, or prisoner suspected of suicidal tendencies under medical observation in cells shall be carefully watched both by day and night.

(2) A prisoner sent to a cell for medical observation shall be frequently visited by the Junior Prison officer on duty who shall send information to the medical Officer of any change which may take place in the prisoners' condition.

523. **Cells to be kept clean.** Prisoners confined in cells shall be required to keep their cell scrupulously clean. Their bedding shall be frequently exposed to sun air.

524. **Search of prisoners in cells.** Each prisoner shall be carefully searched before being placed in a cell, and all articles likely to aid escape or suicide shall be taken away from him. The cell shall also be thoroughly searched. All cells and prisoners confined therein shall be carefully searched daily at lock-up, and oftener if necessary.

525. **Precautions to be taken with condemned prisoners admitted to cells.** When a condemned prisoner is received in a prison on transfer or otherwise and before he is placed in his cell, the Assistant Superintendent Incharge of condemned prisoners shall personally see that any precarious item must be removed before prisoner is kept in cell.

526. **Precautions to be taken with prisoners in cells at night.** (1) The presence of every prisoner in a cell shall be ascertained at each change of shift. In the case of sickness at night, notice shall be given by the prisoner to the Junior Prison officer on duty, who shall inform the patrolling officer. The patrolling officer shall have the matter reported to the Medical officer. If it is necessary to remove the prisoner to hospital, the Deputy Superintendent or the Assistant Superintendent on night duty shall be sent for, who shall have the cell opened and the prisoner removed to hospital under his supervision and with proper safe-guards.

(2) The Officer In-charge and the Medical Officer shall be informed of the circumstance at their next visit. A Junior Prison officer on day duty shall have the custody of the keys of the cells and at night these shall be kept in the key chest in the main gate. In the case of an attempt at suicide by any prisoner, the cell shall be opened at once and the attempt frustrated.

(3) The keys of the cell shall never be entrusted to a prisoner. The lock and bolt of every cell shall be examined daily by the Junior Prison officer responsible for lock-up.

527. **Only one occupant in each cell. Exception.** Every prisoner shall occupy a cell by himself by night, unless for medical or other special reasons it is necessary for prisoners to be associated. In such cases no fewer than three prisoners may be lodged in one cell, and each shall be supplied with separate bedding.

528. **Prison servants may enter a cell.** A prison servant may be permitted to enter a cell when his services are required there and he is accompanied by any Junior Prison officer.

529. **Labour in cell.** The forms of labour selected for cells shall, as far as possible be such as will not facilitate escape or suicide or any disturbance. If it is necessary to employ prisoners on other tasks, special precautions shall be taken.

530. **Electric light in cells.** Every cell in a prison shall be provided with electric light at night. Electric fans may also be installed during summer where practicable.

531. **Drinking water in cells.** Prisoners confined in cells shall be provided with potable drinking water.

CHAPTER – XXIV
RESTRAINTS FOR SAFE CUSTODY

532. **Restraints not a matter of punishment.** A prisoner shall not be put into restraints as a matter of punishment.

533. **Prisoners may be required to wear restraints.** The Officer In-charge may require all or any prisoners to wear such restraints while confined in any place outside walls of the prison.

534. **Restraints to prisoners.** (1) No sentenced prisoner inside the prison other than a camp or temporary prison shall be put into restraint except on the ground that he is violent, dangerous or had escaped or attempted to escape.

(2) Long term prisoners and prisoners under sentence of imprisonment for life may be imposed restraints while confined in a District Prison pending transfer to a central prison.

(3) Where in exceptional circumstances not covered by the preceding sub-rules, if the restrains have to be imposed on a prisoner, the Officer In-charge shall record the reasons for doing so on the History Ticket.

535. **Officer Incharge is authorized to order imposition of restraints.** Imposition of restraints requires the order of the Officer In-charge and the Deputy Superintendent or Assistant Superintendent shall not order any prisoner to be put into restraints on his own authority except in the case of emergency in which case a report shall be made to the Officer In-charge in writing on his next visit to prison.

536. **Entries on history ticket.** If the Officer In-charge considers it necessary to impose restraints on any prisoner, he shall record on the history ticket the reason for the imposition of the restraints and the period for which these are imposed. The date on which restraints are actually removed shall also be noted on the history ticket.

537. **Removal of restraints of patients.** Restraints of patients admitted to hospital shall be removed unless the Officer In-charge directs otherwise or when the prisoner is specially dangerous and the fact has been noted on his history ticket by the Officer In-charge. When the Officer In-charge considers it necessary he may direct the removal of restraints from one leg of the patient and this fact shall be entered in his history ticket under his initials.

538. **Review of orders for the imposition of restraints.** (1) The Officer In-charge shall review in the beginning of every quarter cases of all the prisoners who are wearing restraints for the safe custody.

(2) The Inspector General or Deputy Inspector General may, at the time of inspection, satisfy himself that there are sufficient reasons for the imposition of restraints.

(3) Restraints imposed for safe custody shall be removed immediately when the Officer In-charge is satisfied by the prisoner's conduct or other circumstances that their imposition is no longer necessary.

(4) When a prisoner has been in restraints for six months and the Officer In-charge considers their imposition necessary for a further period, he shall report the circumstances to the Deputy Inspector General for his orders.

539. **Prisoners exempted absolutely.** Restraints shall not to be imposed on the following:-

(i) Women prisoners;
(ii) Civil prisoners;
(iii) Prisoners who by reason of age, physical infirmity or serious illness, are, in the opinion of the Medical Officer, unfit to be placed in restraints.

540. **Prisoners ordinarily exempted.** Restraints shall not ordinarily be imposed on the following except for special reasons which shall be recorded by the Officer In-charge on their history tickets:-

(i) prisoners, the unexpired period of whose term of imprisonment is less than six months;
(ii) prisoners who have undergone three-fourth of their substantive sentence of imprisonment;
(iii) under-sentenced prisoners;
(iv) prisoners under sentence of death; or
(v) prisoners who are being produced in Court.

541. **Restraints to be examined daily.** (1) Restraints imposed on prisoners for safe custody shall be examined daily by a Junior Prison Officer detailed for the purpose and once a week by the Assistant Superintendent who shall record the fact in his Report Book. The restraints of dangerous prisoners shall be examined daily by the Assistant Superintendent.

(2) It shall be ensured that the restraints rings are small enough and cannot be drawn over the feet and that the rivets fit the holes and have sufficient head on each side.

542. **Care of restraints.** Prisoners on whom restraints have been imposed shall keep their letters bright and polished.

CHAPTER - XXV
DISCIPLINE AND DAILY ROUTINE

543. **Time of Locking and Unlocking.** Prisoners, other than those ordered or required to be confined in cells by day and night, shall be unlocked and removed from their sleeping barracks, cells and other places half an hour before sunrise. In the evening they shall be placed in their proper sleeping barracks and cells and locked up for the night before sunset.

544. **Discipline and movements of prisoners.** Prisoners shall be kept and shall remain under strict order, discipline and control both by day and night. All movements of prisoners shall be conducted in an orderly and regular manner, under strict control.

545. **Power of Inspector-General to issue directions.** The Inspector General may, from time to time, issue detailed instructions as to the manner in which the order discipline and control are to be maintained.

546. **Prisoners to obey lawful orders.** Every prisoner shall obey every lawful order issued to him by an officer of the prison.

547. **Prisoners unlocking.** One hour before sunrise, the bugler shall sound the reveille and the prisoners shall rise as soon as it is sounded. They shall arrange their bedding and spare clothing neatly on their sleeping berths and shall then sit there till the arrival of the Duty Officer along with concern staff. Subsequently, each barrack or cell shall be unlocked and the prisoners marched in pairs and counted by the incharge custody who shall take charge of prisoner from in charge custody of preceding shift. The In-charge custody shall verify the numbers out of each barrack or cell by comparison with the entries in the lock up register. When the prisoners have been counted and the Duty Officer has satisfied himself that the number of prisoners unlocked is correct, preceding shift shall be marched out of the prison. The completion of unlocking shall be announced by the bugle call.

548. **Morning Meals and Health.** Prisoners shall be served with breakfast at designated places. Any prisoner expressing a wish to receive medical treatment shall be examined and treated by the Staff detailed by Medical Officer for the purpose. Any prisoner, who appears to be ill, shall be sent to hospital at once.

549. **Prisoners movements.** Wherever prisoners are marched from one part of the prison to another or are sitting or standing in parties, except when at meals or at work or when paraded for inspection, they shall be arranged in files of pairs and shall rise, move forward, stop or sit down at the word of command or signal.

550. **Prisoners movements.** Prisoners shall be required to conduct themselves and to show proper respect to every officer and visitors. When an officer or a visitor arrives all the prisoners shall sit or stand at attention at the word of command of Prison Officer.

551. **Distribution of Work Parties.** (1) After breakfast, the prisoners shall be distributed into their respective work parties. A record of the names of the prisoners made over during the day shall be kept in a register and every subsequent change of a prisoner from one party to another shall be recorded therein. Each party shall be made over to its responsible officer and marched to its work place.

(2) Prisoners who are to work in and outside the prison shall be assembled in an orderly manner at the designated place under the supervision of any Junior Prison Officer detailed for the purpose. They shall be handed over to the in-charge custody who shall count them and give a proper receipt for them. He shall maintain a daily attendance register of all prisoners working under him. The same procedure shall be observed in the afternoon at the closure of the work. All prisoners leaving the work place shall be searched by the in-charge custody who is taking over the custody of prisoners.

552. **Arrangements of utensils at work.** Every prisoner shall carry his utensils with him and shall place these in a line near his place of work. Prisoners are not allowed to remove from their sleeping barracks and cells any part of their bedding or clothing.

553. **Workplace for prisoner.** (1) Every work place shall be made secure to ensure safe custody of prisoners engaged at any work place.

(2) Prisoners shall be under the in-charge custody who shall be responsible that no prisoner passes into or out of the work place without his proper permission.

554. **Access to a urinal and latrine at all hours:** Every prisoner shall have access to a urinal or latrine at all hours.

555. **Mid-day meals.** At 11A.M.the prisoners shall suspend work and march to the bathrooms. After they have washed their hands and faces, they shall proceed to the dining sheds or places designated for the distribution of meals. Here they shall sit down and the cook(s) shall distribute the food in the presence of the concerned in-charge custody. The food shall ordinarily be consumed at the spot. Prisoners working in the prison garden or other places outside the prison shall ordinarily receive food at their work place.

556. **Procedure after mid-day meals.** When the meal is finished the prisoners shall wash hands and utensil, etc. A couple of tubs shall be placed nearby where prisoners may throw any food left over by him. The prisoners shall resume work after the meals.

557. **Checking of Food.** The Assistant Superintendent shall be present when the food is distributed to the prisoners at mid-day, and in the evening. They shall verify the weight of a number of rations and frequently test the scales and weighs in the use. They shall record in the report book that the food distributed was correct in weight and food in quality or otherwise and note down complaints, if any, made by prisoners

558. **Cessation of work and lockup.** The prisoners shall stop work at least one hour before sunrise. They shall collect their utensils and march to the spot where the parties were formed. After the In-charge custody has counted them and compared them with the attendance register, they shall march to their respective wards and enclosures for onward confinement to their respective barracks or cells. The evening meal shall be distributed in the same manner as at mid-day then they shall be searched, counted and locked up.

559. **Permission to well-behaved prisoners.** (1) Well-behaved prisoners who have undergone one-third of their substantive sentence may be permitted to sleep outside at night during summer months, i.e, from the 1st of May to the 30th of September of each year; provided that the Officer In charge considers them reliable and worthy of this concession. Prisoners over sixty years of age irrespective of other conditions imposed and length of term of imprisonment, may be allowed this privilege.

560. **Withdrawal of concession.** Prisoners who are guilty of any breach of discipline or prison offence during the last three months, shall be debarred. The concession shall be withdrawn from a prisoner who has been allowed to sleep outside and subsequently punished for any breach of discipline or prison offence. The selection of prisoners for this concession shall be made by the Officer In charge and recorded on history tickets under his initials.

561. **Disposition of Prisoners on Inspection.** At the Officer Incharge's weekly inspection, the prisoners shall sit in single file at their respective place of confinement and he shall place all kits and the history ticket shall be placed over his kit. On the arrival of the Officer In charge the prisoners may make requests, if any, on their turn. The Officer In charge shall give a patient hearing to every such request and dispose it of according to the merit of the case

562. **Prisoner not to leave to make complaint.** (1) No prisoner shall leave his place at any time to make any representation to the Officer In charge or Deputy Superintendent, but he may, if the representation as an urgent one, such is complaint of assault or ill-treatment or the like, represent the matter to the Officer In-charge or Deputy Superintendent when these officers are paying their visit.

(2) Any prisoner wishing to make a request shall, if the matter is urgent, be brought before the Officer In-charge, but minor complaints and petitions should, as a rule, await the officer in-charge's weekly inspection.

563. **Instructions to Prisoner.** (1) Every prisoner shall, on admission to prison, be -

(a) warned to avoid the acts that are breach of discipline and prison offences;

(b) instructed as to the course he is to pursue on the occasion of a riot, disturbance or whenever the alarm is soundec; and

(c) informed of his liability to be fired upon if he joins in a riot or disturbance, or attempts to escape or refuses or neglects to person the course laid down for his guidance.

(2) The Service shall provide printed guidelines of do's & don't in a language that prisoners can understand.

(3) If a prisoner is illiterate, guidelines for do's and don'ts shall be read over to prisoner by any officer detailed for this purpose by officer in charge.

564. **Prisoners to wear and wash their clothing.** (1) All prisoners shall wash their clothing on every Sunday or any holiday. The washing shall be done in the manner as may be prescribed.

(2) During the winter Season, Geyser for hot water may be provided to Prisoners under certain regulations by Inspector General.

(3) Unsentenced Prisoner and Civil Prisoners are entitled to wear their own clothing.

565. **Routine of Prisoners on non-working days.** On Friday and holidays prisoners may be permitted to sit or lie freely but quietly in the yards off their barracks or cells. Association shall be allowed only amongst the Prisoners may play games permissible under the rules in their own yards in the afternoons or may take walking exercise

566. **Games.** Prisoners are allowed to play indoor games such as carom, ludo and chess inside the barracks. Outdoor games such as Kabbadi, wrestling, volley-ball and foot-ball are also allowed for an hour in the prison play-ground under proper supervision, if condition permits it.

567. **Education.** (1) Education upto Primary standard shall be imparted to all illiterate prisoners daily for at least one hour by paid teachers who may be assisted in this work by educated prisoners. Religious education shall be compulsory for all prisoners. Facilities may be provided to prisoners who are desirous for higher studies.

(2) Every prison shall have a well-stocked library. Prisoners shall be permitted to read daily newspapers to be supplied at State expense Prisoners may also be permitted to obtain at their own expense newspapers and magazines or the approved lists.

568. **Religious matter.** (1) No undue interference with the religion of prisoners shall be permitted.

(2) Every prisoner shall be allowed to offer his devotions in a quiet and orderly manner.

(3) Muslim prisoners shall be expected to observe fasts during the month of Ramzan, Sehri shall be cooked during the night and issued to prisoners fresh and hot. Stale food shall not be issued.

(4) When an Officer in charge is in doubt about the validity of any plea advanced by a prisoner on grounds of religion, he shall refer the matter for the orders of the Inspector-General, whose decision shall be final.

569. **Hair cutting.** The cutting of hair of every prisoner shall be trimmed in the prison barber shops to such extent and at such times as may be necessary for reasons of health and cleanliness and in such a manner as may be prescribed.

570. **Smoking of cigarettes.** There shall ordinarily be no tobacco smoking in the Prison. However, designated place or places as determined by the officer in charge may be used for the purpose on their own expenses. Tobacco Smoking inside the hospitals, factories or any other place determined by the officer incharge shall not be allowed and is prohibited.

571. **Hunger Strike.** (1) When one or more prisoners go on hunger strike, they shall be immediately separated from other prisoners, and, if possible, also from one another. All cases of hunger strike shall be reported immediately to the Deputy Inspector-General together with the reasons for the hunger strike. A daily report in duplicate by the Medical Officer on the health and general conditions of the prisoner shall be sent by the Officer In-charge to the Deputy Inspector-General.

(2) Prisoners who go on hunger strike shall be warned that requests for the redress on any alleged grievances shall not be considered at all o long the strike continues, the hunger strike is major breach of discipline, that a mass hunger strike amounts to mutiny and are liable to be punished. A warning shall be administered to prisoners by the officer in charge or Deputy Superintendent himself and shal be recorded in history ticket.

572. **Artificial feeding.** In the event of the prisoner refusing to take food and resorting to hunger strike, the Medical Officer shall adopt methods of artificial feeding if in his judgment physical condition is such that artificial feeding provides the only method of keeping the prisoner alive. The actual operation of artificial feeding shall be carried out by the Medical Officer

573. **Certain offences by persons.** (1) Whoever found guilty in commission of offence shall be punished by the court of law -

(a) under section 70, with imprisonment which may extend to two year;
(b) under section 71, with imprisonment which may extend to two years;
(c) under section 72, with imprisonment which may extend to twelve months;
(d) under section 73, with imprisonment which may extend to six months;
(e) under section 74, with imprisonment which may extend to two years;
(f) under section 75, with fine not exceeding rupees twenty five thousand/-.
(g) under section 76, with imprisonment which may extend to two years.

574. **Power to arrest for offences under preceding rule.** When any person, in the presence of any Prison officer, commits any offence specified in preceding rule, such officer may arrest him and shall without unnecessary delay make him over to a Officer in charge of Police Station and such officer in charge of Police station shall proceed further in accordance with the law time being in force.

575. **Publication of penalties.** The Officer In-charge shall cause to be affixed, in a conspicuous place outside the prison, a notice in national and official provincial languages setting forth the act prohibited under preceding rule and the penalties incurred by their commission.

576. **Prohibited articles within the meaning of section 4(ff).** The articles specified or included in any of the description contained in the list annexed to this rule, shall be deemed to be prohibited articles, within the meaning of section 4(ff), unless any such article is -

(a) introduced into any prison;
(b) removed from any prison;
(c) supplied to any prisoner outside the limits of any prison; or
(d) received, possessed or transferred by any prisoner, with the permission of the Officer In charge or other officer empowered by him in this behalf.

577. **List of prohibited articles.** The following shall be the articles included in the list of prohibited articles:-

(1) Spirituous liquors of every description.

(2) All explosives, intoxicating or poisonous substances and chemicals, whether fluid or solid of whatever description.

(3) All arms and weapons and articles which are capable of being used as weapons of whatever description.

(4) All bullion, metal, coin, jewelry, ornaments, currency notes, securities and articles of value of every description.

(5) All books, paper, and printed or written matter and materials and appliances for printing or writing of whatever description.

(6) String ropes, chains, bamboos and all materials which are capable of being converted into string or rope or chain any article likely to facilitate escape, or implement of any kind.

(7) Wood, Bricks, stones and earth of every description.

(8) All types of electronic gadgets which are capable of communications

578. **Further defining and regulating prohibited articles.** Every article, of whatever description, shall be deemed to be a prohibited article within the meaning of section 4 (bb) in the case of -

(i) a prisoner, if introduced into or removed from any prison or received, possessed or transferred by such prisoner, and such article has -

(a) not been issued for his personal use from prison stores or supplies, under proper authority;

(b) been so issued, if possessed or used at a time or place other than such as is authorized; or

(c) not been placed in his possession for introduction, removal or used, as the case may be, by proper authority;

(ii) a Prison Officer or employee, if introduced into or removed from any prison or supplied to any prisoner and such article -

(a) has not been issued or sanctioned for his personal use by proper authority;

(b) is not an article of clothing necessary for his personal wear; or

(c) has not been placed in his possession for by proper authority for introduction into or removal from the prison or for the purpose of being supplied to any prisoner.

(iii) a visitor, if introduced into or removed from any prison, or supplied to any prisoner and such article -

(e) is not required for his personal use while within the prison and has not been declared by him before entering the prison, and the introduction into or removal from the prison, or possession, of which while in prison, has not been permitted by proper authority;

(b) is introduced, with or without authority and is not retained in his possession until he has left the prison premises; or

(c) comes into his possession while within the prison and his subsequently removed by him from the prison;

(iv) any other person, if introduced into or removed from any prison, or supplied to any prisoner whether within or outside the limit of the prisor.

579. **Bar of communication by a prisoner.** No person shall communicate or attempt to communicate with any prisoner otherwise than in accordance with the Act and these rules.

580. **Power to take cognizance and try the case.** (1) No court other than the court of Judicial Magistrate of First Class shall try the offences under the Act and these rules

(2) The proceeding under sub-rule (1) shall not be initiated unless a written report by the officer In charge or officer authorized by him in this behalf.

(3) The Trial proceedings shall be held as per the procedure laid down in the Criminal Procedure code.

CHAPTER–XXVI
WATCH AND WARD

581. **Duty Officer.** (1) There shall be duty officer for each Security and Management Wing respectively for both day and night. Assistant Superintendent or Sub Inspector shall be detailed for such in Management Wing while Sub Inspector or Assistant Sub Inspector shall be detailed for such in Security Wing.

(2) Every duty officer of both wings shall personally be responsible to regulate daily management and security as provided in Chapter XV and shall also be responsible for all the reports, incidents and matters connected or ancillary thereto.

582. **Prisoner in immediate charge of any Junior Prison Officer.** Every prisoner in a prison shall at all times, both by day and night, be in the charge of any Junior Prison Officer. A record of the name of every prisoner shall be kept in a register for the day and in the barrack register for the night so that the responsibility for an escape or other incident resulting from the negligence of the prison staff can be fixed definitely and beyond all doubt.

583. **Vigilance over prisoners.** (1) Any Junior Prison Officer in immediate charge of prisoners shall carefully watch the prisoners in their charge in all their movements and employments and use the utmost alertness and vigilance in order to prevent escapes.

(2) Prisoners shal not ordinarily be employed near high standing crops or thickets or bushes or places which afford facilities for hiding or escape. No thickets or bushes shall be allowed to grow in the vicinity of a prison or the place where prisoners usually work. When prisoners are employed to remove thickets or bushes, one or more junior prison officer of security wing armed with rifle and ammunition shall be detailed for duty at the spot.

584. **Officers to accompany morning guard.** The Duty Officer security shall collect Management Wing Junior Prison Officers in the morning in the main gate fifteen minutes before they are due for duty. Management Wing after roll call and search shall be marched towards their places of duty for unlocking of Prisoners. Duty Officer security in the evening lockup shall also search the management wing junior Prisor officer while they marched towards out of Prison.

585. **Unlocking.** (1) The barracks and cells shall be opened and the prisoners counted out in pairs and searched by the Ir charge custody who is taking over the custody in the presence of Ir charge custody of preceding shift. Duty Officer shall verify the number courted out of each place of confinement by comparison with the entries in the lock up register. Security Wing shall remain alert outside of the main wall. Wher

the Duty Officer has satisfied himself that the number of prisoners unlocked is correct, the relieved Management Wing of the last night watch shall be marched out of prison and dismissed. The unlocking of barracks and cells shall be carried out under the supervision of the Duty officer.

(2) The Deputy Superintendent shall also frequently visit different parts of the prison to see that the unlocking under sub-rule (1) is correctly carried out and the officers are present. The number of prisoners unlocked in each barrack, ward and cell block as well as the total number of prisoners unlocked shall be recorded in the lock up register which shall be signed by the Duty Officer.

586. **Distribution into parties.** When the prisoners have had their morning meals, they shall be distributed into their respective parties and a responsible Junior Prison Officer shall be placed in charge custody of each party. The responsibility for the charge of a party shall never be divided between two or more officers. The strength of a party working outside the prison walls, but within the premises shall not without the sanction of the Deputy Inspector-General, exceed twelve prisoners.

587. **Relief of Wing.** The Management wing placed on duty at the unlocking of the barracks and cells in the morning shall be relieved at Prison Lock up by subsecuent shift. They shall remain in field until the prisoners are locked up correctly and taken over by subsequent shift of Management Wing.

588. **Attendance Register.** (1) A record of the names of prisoners made over to each in charge custody during the day shall be kept in an attendance register, and every subsequent change of a prisoner from one party to anotner shall be recorded therein under the initials of the Sub-Inspector.

(2) The names of the prisoners composing each party shall be called from the attendance register in the presence of the in-charge custody who is taking charge and who shall verify the total number by counting them. Said in charge custody name shall then be recorded in the register and his receipt be obtained. Every long term and dangerous prisoner shall be specially pointed out by the Deputy Superintendent to the in-charge custody taking charge of the party so that a special watch may be kept on him and said in charge custody shall be carefully selected by Deputy Superintendent.

(3) At every change of Management Wing the number of prisoners in each party shall be counted, and in the case of parties outside the prison, the names of the prisoners composing each party shall be called over. In larger prisons there shall be several registers so that the rolls may be called simultaneously at the same time. Management Wing personnel may be employed to assist in writing up the registers.

589. **Collection of Parties in evening.** On the cessation of work in the evening the parties shall be collected and the prisoners in each party counted and verified.

590. **Incharge custody duty outside parties.** Every in charge custody **(Security Wing)** of a respective party working outside the prison shall keep a vigilant eye on the prisoners in his party and shall not allow any Junior Prison officer or prisoners to go out of work area on any pretext whatever. He shall be personally responsible for their safe custody throughout the whole period of his duty. He shall check the prisoners frequently during his hours of duty. Prisoners working all day at a distance from the prison shall be provided with a temporary latrine in close proximity to the work and under the eye of in charge custody. Permanent Security Wing personnel with experience should be placed in charge of out-parties. Every Security Wing in charge custody for an out-party shall keep a list of prisoners which shall be initialed by the checking officer at the time of his visit.

591. **Checking out parties.** (1) Security Wing's Sub inspector shall check the out-parties at least twice daily once before noon and once in the afternoon.

(2) Security Wing's Deputy Superintendent or an Assistant Superintendent shall check the out-parties twice daily once in the morning and again in the afternoon at uncertain hours.

(3) The Officer In charge shall pay surprise visits to the out-parties at least once a month and satisfy himself that the rules are duly complied with and shall record the fact in his order book.

592. **Evening count and lockup of prisoners.** After the evening meal is over the prisoners shall be locked up in the following manner by Management Wing:-

(i) Every barrack, ward and cel shall be searched by the concerned Enclosure or Ward's in charge custody. Clothing, bedding and other articles of prisoners shall also be searched. The gratings of doors and windows shall also be checked by him.

(ii) Other Junior Prison Officers shall then carefully search every prisoner with due regard to privacy and decency.

(iii) The name of every prisoner shall then be called from the attendance register of the barrack or cell. In charge custody shall keep a count of the prisoners. The prisoners shall sit on their berths where the subsequent shift in charge custody on duty shall again count them and report the number to the in charge who is handing over the charge. When the in charge is satisfied that the number is correct, "he shall lock the barrack or cell. The number locked up in the barrack or cell shall be written by chalk on the black slab outside the confinement place door.

(iv) When all the prisoners have been locked up, the total number of prisoners shall be verified. The number of prisoners locked up in each barrack, ward and cell block as well as the total number of prisoners in the prison shall be recorded in the lock up register to which the Deputy Superintendent shall append his signatures in token of correctness.

(v) Lock up of prisoners shall be completed before sunset.

593. **Duty Officer to be present at lockup.** Duty officer shall be present at every hour and ensure that the procedure laid down in the preceding rules is being properly and effectively carried out. The Deputy Superintendent shall be present in the prison at this time and shall ascertain by surprise visits to various parts of the prison that all officers are present at their posts and lock up is being carried out properly.

594. **Disposal of Keys.** On completion of the lock up, the keys of the barracks, cells and other places where prisoners are confined shall be collected and counted in the presence of the Deputy Superintendent who shall note the number in the lock up register. He shall then lock the keys if, the key chest in the main gate and make over the key of such chest to the gatekeeper on night duty. The gatekeeper shall in turn make over the key to his successor who will deliver it to the Duty Officer on duty on his entering the prison next morning.

595. **Security Wing presence while prisoners taking beyond prison precincts.** When prisoners are taken outside the prison to work at a place so distant that alarm if sounded cannot be heard at the prison, one or more Junior Prison Officer carefully selected by Deputy Superintendent Security Wing shal accompany the parties, armed with arms and ammunition. These shall be in addition to the In-charge custody of the parties and shall station themselves at a suitable position to guard the prisoners and render assistance, should it be required.

596. **Duties of Junior Prison Officer Management Wing in Night.** The duties of every Junior Prison Officer of Management Wing are -

(i) to patrol the main wall of the prison, he shall not quit his beat or sit down, and shall be armed with a baton;

(ii) to watch the prisoners and premises vigilantly in order to preserve silence, order and security;

(iii) to be constantly on the move, examining each barrack or cell to see that every prisoner is on his berth, and that the ward is properly lighted;

(iv) to examine frequently bolts, locks, gratings and doors in order to satisfy himself fully that they are intact;

(v) to give immediate alarm by blowing his whistle on the happening of any occurrence requiring prompt action such as escape, riot, fire, etc. and assistance for security wing or District Police.

597. **Duties of Junior Prison Officer Management Wing on patrol duty.** The duties of every Junior Prison Officer of Management Wing on patrol duty at night are:-

(i) to see that night sentries both inside and outside the barracks are on the alert;

(ii) to go around each barrack or cell block once every hour, examining lock, bolts, gratings, doors, walls and roofs in order to satisfy himself fully that they are intact;

(iii) to see that every association barrack confining prisoners is well lighted;

(iv) to patrol the main wall and ensure that detailed Junior Prison Officers are alert and watch tower sentries are vigilant;

(v) to report immediately any cases of serious sickness to the Medical Officer and the Duty Officer who shall, if necessary, take steps for the removal of the sick prisoner to hospital; and

(vi) to raise alarm and send immediately information to the Duty Officer of respective wings on night duty and the Deputy Superintendent of any occurrence requiring prompt action, such as an escape, riot and fire etc.

598. **Roster of Duties.** A roster showing the turns of duty of each Management Wing and Security Wing shall be prepared in advance under the orders of the respective wing's Deputy Superintendent in the day duty register of Management and Security Wing separately. All subsequent changes of duty of officers on the roster shall be noted thereon.

599. **Place of duty to be changed daily.** No officer shall be placed at the same place of duty two nights in succession nor informed of his beat till he is about to be posted. A record shall be kept showing the officer put at each place during each watch in the night duty registers of Management and Security Wing register as the case may be.

600. **Arrangement of bright electric light.** (1) The main wall, barracks, cells and yards shall be lighted with bright electric lights. There shall be alternate arrangement of electricity if electricity is not available at any prison.

(2) Every patrolling officer, Management and Security Wing on night duty, shall be provided with torches where necessary which they shall carry in their hands throughout their hours of duty.

(3) From sunset to sunrise a good light shall be kept burning in front of the grated door of every place of confinement in which a dangerous prisoner is confined so that he may at all times be under observation.

i) It is the duty of the patrolling officer to see that the lights are

601. **Bar on transfer of prisoners.** Prisoners shall not be transferred from one barrack to another without the orders of Deputy Superintendent.

602. **Cell Blocks.** Rules relating to the watch and ward of association barracks shall also apply to cell blocks where a Management Wing shall be on duty.

603. **Prisoners in cells to respond to calls.** A prisoner confined in a cell at night shall respond to a call at any time when any patrolling officer or other officer on duty has any suspicion in regard to his presence.

604. **Search of Junior Prison Officer.** At every change of shift round the clock, any junior prison officer of security wing detailed by Deputy Superintendent of that wing shall search the reheving and the relieved Management Wing between the gates. Security Wing's Deputy Superintendent or Assistant Superintendent shall personally conduct the search of Management wing once a week and report in his report book.

605. **Staff Awakener.** Any Junior Prison Officer of Security or Management may be employed for awakening the Junior Prison Officers of the night for their turns of duty. All Junior Prison Officer of each wing shall be informed beforehand at lock up, their hours of duty at night.

606. **Custody of dangerous prisoners.** Special precautions shall be taken for the safe custody of dangerous prisoners (declared as such by Officer In-charge or under his direction Deputy Superintendent) and the following rules shall be strictly observed:-

(i) A list of such prisoners shall be prepared under the signatures of the Deputy Superintendent which shall be reviewed by the Officer In charge at least once a week. A separate register shall be maintained by the Deputy Superintendent for all dangerous prisoners whose place of night confinement shall be marked by him at certain interval, and carried out by the any junior prison officer working under him.

(ii) On being admitted to prison they shall be confined in the most secure building available and placed under the charge of trust worthy Management wing Junior Prison Officer. They shall be confined in different barracks or cells each night.

(iii) They shall be thoroughly searched twice daily and occasionally at uncertain hours. The Duty Officer shall have them searched at least once daily in his presence and must satisfy himself that they are properly searched by a trustworthy subordinate at other times.

(iv) They may be restrained if necessary. The reasons for having recourse to later shall be recorded by the officer in charge to the prisoner's history ticket.

(v) They shall not be employed on any industry affording facilities for escape and shall not be entrusted with implements that can be used as weapons.

(vi) Junior Prison Officer of either Wing on taking over charge of such prisoners must satisfy themselves that their restraints are intact and the iron bars on the gratings of the barrack or cells in which they are confined are secure and all locks, bolts, etc., are in proper order. They shall during their terms of duty, frequently satisfy themselves that all such prisoners are in their place, and shall acquaint themselves with their appearances;

(vii) As far as may be practicable, prisoners working in the same party or workshop shall be locked up in the same barrack or cell. Prisoners working in out-parties shall, as far as possible, locked up separately from others.

(viii) All dangerous prisoners shall be required to submit a list of their relatives tc the Officer In charge on their admission to Prison. He shall fix the date for visit or audio or video calls if allowed. No friend shall be allowed to visit such prisoner.

607. **Night Rounds.** (1) Security Wing shall pay rounds outside of the prison at every moment while Management Wing shall pay round inside Prison.

(2) Every Duty officer of each wing at all times shall check officers under his control and ensure that rounds are being paid by their respective Junibr Prison Officer.

(3) Every Deputy Superintendent of each wing shall pay round once a week or when ceems necessary to check his staff under his control.

(4) Number of rounds at Prison shall be determined by the officer in charge in consultation with Deputy Superintednent of each wing.

(5) All reports of Night round shall be entered in the Night rounc register.

608. **Opening of Confinement place at Night.** No barrack shall be opened during the night excepting cases of urgent necessity, and then only in the presence of the Duty Officer and sufficient management wing Junior Prison Officers to ward off any untoward incident. Before any barrack or cell is so opened, a chain shall be passed through the door post and the grating of the door and secured with a lock so as to allow only one person to get out of the barrack or cell at a time and to make it impossible for the prisoners to attempt a rush.

609. **Precautions about lock and keys.** (1) The locks of the doors of all sleeping barracks and cells shall be so placed that the prisoners cannot reach them from inside.

(2) The keys of all barracks and cells shall be kept in the key chest at night. The inner gates of enclosures within the circles shall be kept locked at night. The keys of these locks shall remain in custody of Duty Officer.

(3) The loss of a prison key shall be reported at once to the Officer In charge.

(4) A lock, the key of which has been lost or mislaid, shall be destroyed in the presence of the officer in charge and written off from the records.

(5) All enclosures gates shall be kept locked up during the day time.

(6) On each bunch of keys there shall be a brass disc showing the name of the place to which it belongs and the number of keys in the bunch, and the key chest shall be provided with books named to correspond with the names on the bunches of keys. The keys shall be placed in a ring the ends of which shall either be soldered or riveted so that no key may be removed from it.

610. **Drain Gratings.** Bars of iron gratings fixed in drains under the main wall shall be tested from time to time. The Deputy Superintendent and Assistant Superintendent shall conduct this test personally once a month and week respectively and make a report in his report book.

611. **Watch Towers.** Masonry watch towers shall be constructed along the main wall of a prison. Entry to the watch tower shall be from outside the prison. A Security Wing Junior Prison Officer arms and ammunition shall be posted on each watch tower day and night. Search lights shall be provided on each watch tower and means for raising an alarm shall also be provided. Watch tower sentry shall be responsible for protecting the main wall area under his command. The distance between two watch towers shall not exceed 182 M.--88 Cm.

CHAPTER – XXVII
ACCOMODATION AND SANITATION

612. **Capacity of buildings in prisons.** The accommodation capacity of wards, barracks, cells and other buildings intended for the occupation of prisoners, shall be regulated in accordance with the accredited standards accepted Nationally or Regionally as may be developed from time to time by Prisons Policy Board.

613. **Fitness for occupation.** No newly constructed ward, barrack or cell, shall be occupied by any prison until the Medical Officer shall have certified that such ward cell or other compartment is in all respect fit for occupation

614. **Capacity of wards to be inscribed over the door.** Outside every ward, barrack and other compartment ordinarily used as sleeping accommodation for prisoners shall be inscribed the following particulars namely:-

(a) the class of prisoners for whose occupation it is intended;
(b) the number or prisoners it can accommodate according to developed standards.

615. **Requirement of cells, daily visit to occupants.** No cell shall be used for separate confinement unless it is furnished with the means of enabling the prisoner to communicate at any time with an officer of the prison.

616. **Height of walls of cell yard.** The enclosure wall of cell yards shall be constructed in a manner which may ensure sunshine and air.

617. **Lock-up register to show authorized accommodation.** The authorized accommodation available in each barrack or cell shall be shown in the lock-up register to enable the Officer In-charge to see whether any particular barrack is over-crowded.

618. **Temporary accommodation for prisoners.** (1) There shall be an arrangement of temporary accommodation for prisoners in accordance with section 36.

(2) Subject to the provision of section 36, the Inspector-General shall arrange to maintain a small number of tenants at every prison for the relief of temporary overcrowding or other emergencies, a reserve supply of tenants at each Central Prison and at such other prisons as he may select for the purpose.

619. **Mode of calculating tentage:** The tentage accommodation shall be calculated at the rate of 6.40 Squares Metres for each prisoner.

Explanation.--The standard prison tent covers a floor area 4Metres- 87 Cm, x 4 Metres —87 Cm. and can accommodate twelve prisoners.

620. **Thatched huts when to be provided.** When the tentage accommodation is inadequate or when the Inspector-General is of the opinion that such accommodation shall be substituted for tenants, thatched huts (chhappars), may be provided. The provisions of the preceding rule shall also apply to these huts.

621. **Tents to be kept serviceable.** (1) Tents shall be kept in serviceable condition and used only for prison purposes. These shall occasionally be pitched and aired. Every tent shall be marked with the date of manufacture and the date of receipt in the prison.

(2) Whenever tents are dispatched from one prison to another, an inventory showing the number of tents, their condition and the number of mallets, ropes, tat covers, etc., accompanying them shall be forwarded with the receipt and advice of dispatch. Before tents are returned they shall be repaired and all missing articles replaced.

622. **Provision for custody prisoners.** (1) All prisoners in a prison in excess of accommodation shall be provided with temporary shelter in huts or tenants pitched inside or outside the main enclosure walls.

(2) The safe custody of prisoners accommodated outside the prison shall be entrusted to the Police.

(3) The Officer In-charge shall apply to the Inspector-General for sanction to entertain such temporary establishments as may be necessary.

(4) In case of emergency and before arrangements can be made to have tents or huts erected the workshop may be utilized to afford the necessary shelter, provided that all articles likely to facilitate escape or to be used as dangerous weapons are removed.

623. **Precautions against overcrowding.** Where the population of prisor has exceeded from authorized population, the maximum number for which accommodation is available, the Inspector-General shall be informed for having some of the prisoners transferred or arrangements made for temporary shelter as the case may be.

624. **Clearness of buildings and precincts.** (1) The prison precincts and enclosures shall be kept perfectly neat and clean at all times. Daily and continued attention shall be given to secure extreme neatness and tidiness of roads, paths, grassy plots and open grounds. The grounds outside the main wall shall be kept clear of all under growth and rank vegetation.

(2) The walls and ceilings of all workshops and factories shall be thoroughly cleaned once a week. The floors shall be swept daily either before the work begins or after it stopped.

(3) The floors of all barracks, cells and hospital shall be cleaned daily and the walls brushed down weekly. The ceilings shall be cleared of cobwebs once a fortnight. The inside walls of all barracks and cells shall be lime washed with additions of yellow earth once a week up to a height of 1 Metres—27 Cm, and the rest of the walls of barracks and cells shall be white-washed as often as the Medical Officer may consider necessary.

(4) The hospital shall receive particular attention in this respect to ensure healthy and hygienic environment.

(5) All beddings shall be spread out and exposed to the sun at least twice weekly.

625. **General cleanliness.** The main and partition walls of the prison. All ceilings, floors, walls, furniture, etc., shall be kept clean and in good state of repair. Godowns shall be kept clean, well arranged and well ventilated and their contents aired as often as necessary. The roofs shall always be clean and tidy and no rubbish allowed to accumulate there.

626. **Disinfection of cells.** (1) The wards or cells occupied by prisoners suffering from infectious or contagious diseases, shall be white-washed and disinfected as often as may be directed by the Medical Officer.

(2) During summer the walls and ceilings of barracks and cells shall be regularly sprayed with some insecticide to protect prisoners from mosquitos

627. **Return regarding prisoners on the last day of the month.** A return showing the number of prisoners locked-up in the prison on the last day of the month together with the capacity of the prison shall be submitted to the Inspector-General on the first of each month.

628. **Sources of water supply.** (1) Water shall be obtained in sufficient quantity from the purest supply in the neighborhood. Before deciding upon the source from which water shall be taken samples shall sent to the Chemical Examiner for analysis. Every possible precaution shall be taken to prevent the contamination of water whether at its source, during its carriage or in its distribution.

(2) The Public Health Engineering Department or WASA or Water Board, as the case may be, will be responsible in all respect to provide potable drinking water to every prison.

629. **Wells or Tanks to be protected. Periodical cleaning of Tube Wells.** Wells or tanks shall be protected so as to guard against accidents and suicides. Every well or tanks in the prison shall be thoroughly cleaned in the month of October each year and often if the Medical Officer considers it necessary.

630. **Supply of water to prisoners.** Every barrack, cell or other confinement places or workshop shall be provided with sufficient number of Electric Water Cooler for the use of prisoners. The water taps shall also be provided inside every barrack.

631. **Analysis of water.** The water of all prison wells which is used or likely to be used for drinking or ordinary purposes, shall be got analysed qualitatively, by the Chemical Examiner or Provincial Chemical laboratory in January each year.

632. **Premises to be kept clean. Cess pools prohibited.** (1) Other sanitary matters, the Medical Officer, Deputy Superintendent and all other officers shall be responsible for proper attention to conservancy arrangements. It is the duty of the official visitors to satisfy them that conservancy arrangements are adequate. The Officer In-charge and the Deputy Superintendent shall pay particular attention not only to the disposal of the night soil and refuse matter but also to every detail connected with the cleanliness and neatness of all parts of the prison and its surroundings.

(2) The following matters require special attention:-

(a) The ground shall be clean and free from leaves, weeds and rubbish of every description, the lawns and hedges trimmed, the paths kept in repair, kacha drains dressed and their levels readjusted.

(b) Drains and latrines shall be kept scrupulously clean and no sewage matter permitted to find its way into them. Cess pools of any kinds are prohibited within prison precinct. The use of sunk reservoirs for refuse water shall be avoided. Rubbish or manure pits shall not be allowed within or near the prison walls.

633. **Drainage of prison land. Sanitary defects to be reported.** (1) The drainage of the land around the prison shall receive careful attention and all low ground shall be fill up with clean earth. High crops shall not be grown within Metres—72 Cm. of the prison walls to avoid affording cover any prisoner escaling or attempting to escape. It is the duty of the Medical Officer to bring to notice the Officer In-charge any defects of drainage within the prison area or its vicinity. The construction of public latrines, sewerage or drains of the existence of any other in sanitary conditions the neighborhood of the prison likely to effect the health the prisoners, shall be reported to the Inspector-Gene: through The Officer Ir-charge.

CHAPTER-XXVIII
PRISON BUILDING

634. **Prison Building.** (1) Building in Prison are classified as follows:-

(i) "Original works", include all new constructions whether entirely new or merely additions and alterations to existing buildings; all repairs to newly purchased or previously abandoned buildings required to bring them into use and substitutions of one kind of work for another, e.g. a tiled for a thatched roof.

(ii) "Special repairs", include the complete renewal of a roof or floor and repairs, rendered necessary by storm, flood or other unforeseen accicent. Special repair estimates unlike other repair estimates, do not lapse with the financial year, but remain current till the completion of the work in the same way, as estimates for original works.

(iii) "Periodical or annual repair", comprise not only such work as painting and white-washing, but such miscellaneous repairs as it may be convenient to carry out the same time.

(2) The Inspector General, Deputy Inspector General and Officer Incharge are competent to carry out the works as prescribed in Sindh Delegation of Financial Powers, Re-appropriation and Financial Control Rules 2019 in Special Powers of Prisons Department.

(3) On the recommendation of Inspector General, the Finance Department shall allocate sufficient funds for Security and Management of Prison Buildings.

635. **Proposal for major work.** (1) Every proposal for major work shall be accompanied by -

(a) an explanation of the requirement;
(b) a brief statement of the general nature and extent of the work proposed; and
(c) rough approximate estimate of the probable cost and a rough pencil sketch showing the chief dimensions of the work.

(2) The proposal shall be initiated by the officer incharge whose possession building is at that moment and shall be forwarded by the Inspector General to Administrative Department.

(3) Officer of Work and Services Department, hereinafter referred to in this Chapter as "Works Department" may be called upon to report on any proposal for an original major work and to state roughly the probable cost as required by rule (1), but that officer shall not be asked to prepare detailed drawings and estimates: this can only be done under orders of the authority to accord technical sanction to the detailed estimate.

Explanation. In this Chapter the "Officer of the Works and Services Department" means a Project Director, Executive Engineer and other officers who are engineers by professions to carry out Prison works under the Act or these rules.

636. **Details when minor work is proposed.** (1) When a minor work is proposed, the procedure for the preparation of estimates will be the same as that for a major work. Officer Incharge may require the officers of the Works Department for rough estimates of the cost of every work they consider necessary and when these are received, submit them to the Inspector General for getting allotment of funds by the Finance Department.

(2) In the event of the allocation of requisite fund under sub-rule (1), the Inspector General shall communicate the fact to the Officer Incharge and subsequently Officer Incharge shall intimate such to Officer of Work and Services who shall then order the preparation of the detailed estimate.

637. **Details when Major work is proposed.** Major work will ordinarily be proposed by the Officer Incharge who may call upon Officer of Work Department for rough approximates estimates of the cost and shall act in accordance with Sindh Delegation of Financial Powers, Re-appropriation and Financial Control Rules 2019.

638. **Procedure when repairs are required.** Estimate for repairs shall be prepared by the Officer of Works Department and sent to the Officer in charge concerned for his approval.

639. **Matters concerning work generally.** (1) Nothing in this chapter shall be construed as a permission to any officer to carry out in portion any system of works or alterations of which the cost in the aggregate would exceed that he is empowered to sanction.

(2) No material alterations or additions to a building may be made without the recommendation of Officer of Works Department or any building shall be dismantled or new building constructed. Notwithstanding the recommendations of Officer of the Work Department, the Officer in charge in consultation with Deputy Superintendent of Security and Management Wing may carry out work at his own of dismantling, repairing, altering, addition in building if these officers are satisfied that not initiating timely action shall jeopardize the security and management affairs.

(3) No work may be commenced till sanction has been accorded, an allotment of funds made and order for its commencement issued by the competent authority. In emergent cases of danger or inconvenience suddenly arising, a definite written request shall be made to the Officer of Work and Services who shall act on his own responsibility. Due to specific requirement of Sindh Prisons and Corrections Service, Finance Department shall always allocate and release whole and sufficient funds at the disposal of Officer of Work and Services so that such officer could act judiciously and expeditiously if any emergency situation arises.

640. **Details to be observed in the execution of works.** (1) In the execution of every prison work, prison labour shall be utilized to the fullest extent. Officer of Work Department shall give an Officer in charge the option of executing the whole or any part of a prison work and to assist him in providing employment for prisoners on such work, but as it will not always be possible for an Officer in charge to carry out prison works, such works may be classed as those to be done by:-

(a) prison labour;
(b) paid atour; and
(c) prison and paid labour combined.

(2) As laid down in Public Works Code the estimates for works on which it is intended to use prison labour will, as in the case of free labour, provided for the full market value of the work to be done; but a note of the reduction to be effected by the employment of prsoners shall be made on the abstract of the estimate.

(3) No charges shall be made to the Works and Service Department when prisoners are employed on prison works. When prison labour is employed on other public works, the full market value of the work performed, as certified by the Officer of Work and Services Department shall be charged to the Works & Service Department and necessary adjustment for such charges shall be afforded to the Prisons Department.

(4) The Officer of Works Department shall invariably inform the Officer in charge of the probable demand for prison labour. The officer in charge shall arrange as far as practicable for the required number of prisoners being made available and apply, if necessary, to the Inspector General or Deputy Inspector General under his jurisdiction for the transfer of more prisoners to make up the required number.

(5) When a sanctioned prison work is to be executed by prison labour, the Officer in charge shall apply to the Officer of Works Department for all tools, plant and materials required for the work. Such tools and materials shall be devoted solely to the purpose sanctioned in the estimate.

(6) The Officer Incharge shall also engage such paid skilled labour and supervision as is necessary, in consultation with the Officer of Works Department. This will he paid for by the Officer in charge and charged in the estimate.

(7) The work to be done shall be laid out by the Officer of Works Department and his subordinates deputed for the purpose and no deviation from the sanctioned plan shall be permitted without formal sanction.

(8) It is the duty of the Officer of Works Department to point out to the Officer in charge when progress on a work on which prison labour is employed, is considered unsatisfactory, to assist the Officer in charge in framing a table of task work and to instruct his subordinate to report daily those prisoners who have not completed their tasks or who have been otherwise negligent at their work.

(9) All building operations are to be conducted by the Officer of Works Department and his subordinate in charge, without interference. The supervision of Officer of Works Department must, however, be effectual, so that loss to the prison by dismantling of work, waste of materials or lose of tools may be reduced to the minimum.

641. **Execution of petty and annual repairs.** (1) The Service is authorized to execute all petty and annual repairs and also any original works or special repairs in accordance with Sindh Delegation of Financial Powers, Re-appropriation & Financial Control Rules 2019 of buildings used, or intended to be used for residential or non-residential purposes, subject to the following exceptions:-

(a) such works where skilled civil engineering supervision is required.

Explanation.—Such supervision is not considered necessary inthe case of simple works which can normally be entrusted to skilled artisans employed by the officer in charge.

(b) Construction of buildings for the Service at any place.

(c) Construction works in connection with residential buildings for which capital and revenue accounts are maintained.

(d) Such works as the Finance Department may call upon the relevant Department to execute.

Explanation. (1) Save as otherwise provided under Sindh financial Powers, Re-appropriation and Financial Control Rules 2019, no work shall be executed under this rule, unless the administrative approval of the competent authority has been obtained by the concerned officer.

Explanation. (2) An upto date record of expenditure against sanctioned estimates shall also be maintained by the service.

(2) Estimates for the class or works and repairs thus undertaken by the Service shall be prepared by the officer of the Works Department as usual and when it has been decided that the service shall carry out work, the abstract of cost shall be cut down to show saving effected by the used on prison labor.

(3) In cases where the Officer in charge has no mistri or skilled workmen at his disposal to put in charge of the works, the Officer of the Works Department concerned shall either lend him one from his own staff, if he has one available, or shall see that the estimate provides for the payment of one charged to works. If in any particular case the Officer in charge professes his inability to carry out work which the Officer of the Works Department has not objected to as unsuitable to prison labour, officer of the work & services shall, of course, carry it out for him; the matter is one that shall be arranged between the Officer in charge and the Officer of the Works Department. It shall be born in mind that, whenever by supplying help in the way of subordinate staff the officer of the Works Department can aid the Officer in charge to carry out work, it will be preferable to do so rather than to undertake it himself.

(4) The Officer of the Works Department shall, as far as possible, inspect or direct one of his subordinates to inspect works made over to Officer in charge for execution while they are in progress, when they are of such a nature that some degree of professional supervision would be desirable. Officer of the Works Department shall also, during tour, examine them.

(5) In carrying out prison works, the Officer In-charge shall act on behalf of the Officer of the Works Department and as such it will be his duty to see that money provided for one work is not diverted to another or that no deviations from drawings or specifications are allowed.

642. **Duties and responsibilities of Officer In-charge and officer of the Work and Services Department.** (1) The disposal of complaints of Officer of the Works Department regarding the work shall rest with the Officer in charge. It is the duty of the Officer of the Works Department to see that his arrangements for materials, etc., are such that full employments is found for the number of prisoners requisitioned by him.

(2) The Officer Incharge shall be responsible for the discipline, feeding, clothing, treatment, guarding and supervision of prisoners employed on a work.

(3) No scaffolding, loose bamboos, planks, tools, etc, likely to facilitate escape, shall be left in the prison at night. A special watch shall be placed by Officer in charge over extensive scaffolding or building materials that are a source of danger and which cannot be removed each evening.

(4) Outside labourers when employed shall be kept separate as far as practicable. When skilled outside labourers are engaged to teach prisoners and supervise their work, laxity in discipline shall not be permitted.

643. **Inspection of Building and Armouries.** (1) Officer of the Works Department in whose jurisdiction a prison is situated shall inspect the prison annually. He shall after the inspection, record a report on the general condition of the building and especially point out the defects, if any, which come to his notice. The Officer of the Works Department shall submit this report to the higher authority for information and also send a copy to the Officer in charge for transmission to the Inspector General with his comments.

(2) On receipts of the inspection report, the Officer In-charge shall ask the officer of the Works and Services Department for estimates for such work as he considers necessary to remedy the unsatisfactory features pointed out by him. If for financial or other reasons the service does not consider it advisable to take action on any of the matters brought out in the report, the Officer In-charge shall inform the Officer of the Works and Services accordingly, so that these particular points may be repealed.

644. **Signing of completion certificate.** (1) On the completion of a work, a completion certificate shall be forwarded by the Officer of the Works and Services to the Officer In-charge for signatures. If the Officer In-charge is satisfied that the work has been executed properly, he shall sign the completion certificate. If on the other hand he objects to the way the work has been performed or to any statement on the certificate or other paper presented to him for signature, he shall return the papers without signing the completion certificate along with his comments to the officer of the work & servicesfor final disposal.

(2) A copy of the completion certificate with the remarks, if any, made by the Officer In-charge, shall be sent to the Inspector General.

645. **Disposal of materials.** Materials obtained from prison buildings dismantled or undergoing repairs left over after completion shall be issued by the Officer of the Works and Services Department concerned at reasonable rates to the Officer In-charge of prison if the latter requires such material. The Officer In-charge shall take these materials on his stock for use in repairs to prison buildings and necessary credit will be afforded to the estimates.

646. **Grant for annual repairs.** A grant of funds for annual repairs shall be made to every Officer In-charge for repairs to prison buildings. This grant shall be accounted for in prison registers in the same way as other expenditure on account of maintenance of prisoners, etc.

CHAPTER -XXIX
TRANSFER AND REMOVAL OF PRISONERS

647. **Power of Inspector General to transfer of P.R.T. prisoners outside the Province prisoners.** A P.R.T. prisoner who is not a resident of the Province where he is serving his sentence, may be removed by order of the Inspector General within two months of his release to the prison of the district to which he belongs or the prison nearest his home. The Inspector General of the Province to which the prisoner is being removed, shall be informed:

Provided that if the Government appoints any prison or prisons as receiving centres for the prisoners removed from other Provinces, orders made under this rule shall in each case direct that prisoners be removed to such prison.

648. **Sanction of Administrative Department necessary for transfer of a prisoner to another province or territory.** The transfer of prisoners from a prison in one Province to a prison in another Province or territory for execution of sentence, for release or for production in a court requires the previous sanction of the Administrative Department. When such a transfer is rendered necessary by any general or special order, the Officer In-charge shall submit the descriptive roll in duplicate of the prison to the Inspector General, for transmission to Administrative Department.

649. **Transfer of prisoners to other Provinces or territory on reciprocal basis.** Transfer of prisoners on administrative grounds from one Province to another Province or territory may be arranged mutually between the respective Inspectors General on reciprocal basis.

650. **Transfer of condemned prisoners.** Transfer of prisoner under sentence of death from one prison to another shall be directed by the Inspector General subject to the control of the Administrative Department.

651. **Prisoners to be transferred to undergo sentence.** (1) The following classes of prisoner shall be transferred in the manner prescribed in the succeeding rules, when necessary, to undergo sentences:-

(i) long term prisoners;

(ii) juvenile and women prisoners;
(iii) prisoners detained under the Reformatory Schools Act, 1897, and the Borstal or Children Acts;
(iv) Court Martial prisoners;
(v) habitual prisoners;
(vi) leper and tubercular prisoners;
(vii) prisoners whose transfer is necessary to relieve overcrowding;
(viii) prisoners with special qualifications whose services are required elsewhere;
(ix) influential, violent or dangerous prisoners;
(x) prisoners whose transfer is necessary in the interest of their health to another prison as and when determined by the Inspector General; and
(xi) prisoners whose transfer is necessary or desirable for any other reason, e.g., insecurity of the prison, character of the prisoner, or his having friends or relatives amongst the staff.

(2) The Officer In-charge may transfer prisoners under clauses (i) to (v) without the sanction of Inspector General or Deputy Inspector General. Transfers under clauses (vi) to (xi) shall not be made without the previous sanction of the Inspector General or Deputy Inspector General.

(3) Subject to recommendation of Medical Officer, the prisoners referred to in clauses (vi) and (x) whose condition is serious may, however, be transferred in anticipation of sanction, but formal sanction for such transfers must be obtained.

652. **Transfer of prisoners for local or disciplinary reasons.** The Officer In-charge may recommend to the Inspector General or Deputy Inspector General, as the case may be, transfer to another prison of any prisoner whose detention in the prison is considered to be inexpedient for local or disciplinary reasons or for any other sufficient cause. The reasons for transfer shall always be communicated to the Officer In-charge to which the prisoner is transferred and shall also be recorded on the history ticket of the prisoner.

653. **Transfer of adolescent, habitual and other prisoners.** (1) All male prisoners under the age of 18 years shall on conviction be transferred to the Borstal Institution or Juvenile Prison.

(2) All women prisoners shall immediately on conviction be transferred to the women's prison. All adult habitual prisoners shall be transferred to the habitual prison.

(3) All Court Martial prisoners shall immediately on admission be transferred to prison situated near their homes and if long termers, to central prisons nearest their homes.

654. **Transfer of Sick Prisoners whose association is risky to other healthy prisoners.** Any Prisoner wherein the event of any disease or sickness which could cause serious threat to other prisoners, such prisoners shall be transferred to those prisons especially reserved for them.

655. **Transfer of local prisoners whose sentences exceed' five years.** Prisoners whose sentences exceed five year shall not be confined in a prison which is situated in the home district or which is close to their homes.

656. **Adult male prisoners where to be confined.** Subject to the limitation of the length of sentences, adult male prisoners shall ordinarily be confined in the prisons to which they are committed or transferred to other prisons in accordance with the policy of transfer of prisoners which shall be framed by the Inspector General.

657. **Power of Inspector General or Deputy Inspector General as to detention and transfer.** Nothing contained in these rules regarding the confinement of prisoners in prisons, shall be deemed in any way to interfere with the powers of the Inspector General or Deputy Inspector General to direct, in his discretion, by general or special order, that any class or classes of prisoners shall be confined in or transferred to any prison or class of prisons; provided that in the case of an under trial prisoner who is transferred to another Prison, Court trying such prisoners shall forthwith be informed of such transfer.

658. **Transfer of prisoners for purpose (s) of release.** Every P.R.T. prisoner shall be transferred to the prison of his home district thirty days to his release. Sanction of the Inspector General or Deputy Inspector General is not necessary for such transfers.

659. **Procedure when P.R.T. prisoner is unfit to travel.** If a P.R.T. prisoner is unfit for transfer on account of illness thirty days before release, he shall be transferred if he recovers in time and is fit to undertake the journey. If he remains unfit till the date of his release, the Officer In-charge of Police of his district and the local Superintendent of Police shall be informed and the prisoner shall be released in the usual way.

660. **Prisoner not ordinarily to be transferred.** (1) Subject to the provisions of rule 650, the prisoners shall not ordinarily be transferred from the prison to which they were in the first instance committed until the result of the appeal is known or if appeal is not preferred or time for appeal has elapsed.

(2) Prisoners confined in default of furnishing security or of payment of fines shall not also be ordinarily transferred.

661. **Transfer of old, infirm and sick prisoners.** (1) Infirm and prisoners over sixty years of age shall not be transferred without the special sanction of the Inspector General or Deputy Inspector General.

(2) Sick prisoners shall not be transferred till they are fit to travel. In case their transfer is necessary for any reason, application for special sanction must be accompanied by a brief medical history of the case and the ground for desiring the transfer.

662. **Medical examination of prisoners, before transfer.** Every prisoner shall be medically examined before transfer and unless certified fit to undertake the journey, shall not be removed from the prison.

663. **Prisoners not to be transferred when epidemic prevail.** (1) No prisoner shall be transferred without the special sanction of the Inspector General or Deputy Inspector General from one prison to another when there is an outbreak of epidemic in either the transferring or the receiving prison and for two weeks after the prisons have been declared free from infection. Special precautions shall be taken to guard against infection when a transfer has to be made along a route where any infection is known to prevail.

(2) On the outbreak of an epidemic in a prison, the Officer In-charge shall immediately inform the Inspector General & Deputy Inspector General, who shall stop all transfer to and from that prison until the prison has been declared free from infection.

664. **Descriptive roll to be submitted.** When applying for the transfer of a prisoner to another prison, his descriptive roll shall be submitted to the Inspector General or Deputy Inspector General giving reasons for desiring the transfer. The roll shall, however, also be submitted in cases where transfer has been effected in anticipation of sanction.

665. **Documents to be sent with a prisoner on transfer.** (1) The following documents shall be sent with each prisoner on transfer :-

(a) Warrant or warrants;
(b) Remission sheet;
(c) List of prisoner's property;
(d) History ticket written up-to-date;
(e) Descriptive roll;
(f) List of prison property accompanying him.

(2) All these documents shall be numbered serially and the number of warrants mentioned specially.

666. **Action when a transfer ordered cannot be carried out.** When an order received for the transfer of any prisoner cannot be carried out owing to illness, release on appeal or other reasons, the descriptive roll conveying the sanction for transfer shall be returned to the Inspector General or Deputy Inspector General, as the case may be, stating the reason for not affecting the transfer.

667. **Time of arrival of prisoner(s).** Prisoners shall be dispatched so as to reach the receiving prison during daytime. Night journeys shall be avoided as far as possible. Dates shall be so arranged that the prisoners do not arrive at their destination on Sundays or gazetted holidays.

668. **Notice for requisition of Police escorts.** (1) Notice of the intended transfer of prisoners or the production of prisoners before a court shall be given in writing as soon as possible to the Officer In-charge of Police before the District Police guard is required.

(2) When transfer is to be effected immediately for special reasons, escort shall be requisitioned by telephone. Requisition for the Police escort shall state the number and class of prisoners to be guarded, whether men or women and if there are any violent or dangerous characters amongst them.

Note. Condemned prisoners, dacoits, lifers and those involved in heinous offences shall be mentioned as such and classed as dangerous prisoners.

669. **Duty of Officer In-charge with regard to prisoners to be sent to court.** (1) Upon delivery of any order under section 45 of the Act or any other law for time being in force, the Officer In-charge of the Prison in which the prisoner named therein is confined, whether prisoner be confined in a prison located within the district other than in which court passing or counter-signing the order for attendance of the prisoner is located, that officer shall cause him to be taken to the court in which his attendance is required, so as to be present in such court at the time in such order mentioned and shall cause him to be detained in custody in or near the court until he has been examined or the Presiding Officer authorize him to be taken back to the prison in which he was confined.

(2) The Officer In-charge of the District police is responsible for providing escort and for the safe custody of prisoner till he is redelivered to the prison.

(3) In case of the omission or commission of not providing the escort under sub-rule (2), the Officer Incharge of district police shall solely be answerable before the court.

670. **Production of Prisoner in Video Trial.** The prisoners shall be produced before the court through video link trial in the designated place inside prison under the orders of court.

671. **Inside Trial.** The Administrative Department shall, for the purpose of trial Inside Prison, notify the case or cases of prisoners or classes of prisoners to be produced at designated place for inside trial.

672. **Intimation to the receiving prison.** When prisoners are transferred from one prison to another, the Officer In-charge shall send intimation to the Officer In-charge of the receiving prison by a letter or any electronic means as may be considered necessary, informing him of the date and the time of their arrival at destination.

673. **Scale of Police escort for prisoners.** (1) The scale of police escort for prisoners is -

For one prisoner	-- Two Constables.
From two to four prisoners	-- One HC and Two PC's
From five to seven prisoners	-- One HC and four PC's
From six to nine prisoners/	-- One HC and five PC's
From ten to twelve prisoners	-- One ASI, One HC and five PC's

(2) If the prisoner or prisoners are desperate and dangerous or involved in heinous offences, the Officer In-charge of Police furnishing the escort may increase the strength at his discretion.

(3) Police escort shall be held responsible for the safe custody of prisoners until they are again made over to the prison.

674. **Prisoners to be handcuffed before removal.** Male prisoners except **Better Class** prisoners and political detenues shall be handcuffed before removal from prison.

675. **Imposition of restraint on transfer.** (1) The prisoners classified as better class shall not be restrained when traveling by rail or road or air unless The Officer In-charge of Police for reasons to be recorded in writing so requires.

(2) Prisoners confined for offences punishable under sections 224, 225-B, 302, 303, 304,307, 308/392, to 402 of the Pakistan Penal Code, 1860 or any heinous offence, shall while traveling by rail or road shall be restrained by use of mechanica or electronic or plastic or nylon if the Officer In-charge of Police in the case of an un-sentenced prisoner and the Officer In-charge of Prison, in the case of a sentenced prisoner for reasons to be recorded in writing considers it necessary so requires.

(3) Condemned prisoners and escapee prisoners shall be restrained by use of restriction mentioned in sub-rule (2).

(4) When a prisoner transported by a Police van or other conveyance, he shall be restrained by use of restraint mentioned in sub-rule (3).

(5) Women prisoners and juvenile prisoners shall not be restrained.

(6) When the Medical Officer certifies in his report book that a prisoner, owing to age or infirmity, is unfit to be restrained, he shall not be restrained.

(7) The procedure for use of restrains mentioned above shall be laid down in accordance with regulations.

676. **Food of prisoners on transfer.** (1) Prisoners on transfer or about to be sent to court shall be given cocked food before leaving the prison.

(2) If the journey is a short one and the prisoner will reach the prison before the next meal, he shall get his food from that prison on arrival.

(3) If the journey is such that the prisoner cannot reach the prison before meal time, the Officer-in-charge of the Police escort shall receive diet money for each prisoner at the rate as prescribed under the regulations.

(4) It is the duty of the Police escort to see that new prisoners get their food before they are taken to the prison if they are likely to arrive there too late for a meal.

677. **Diet of prisoners removed from prison.** The Inspector General shall from time to time fix the rate of diet for prisoners removed under these rules. The Officer-in-charge of the Police escort shall provide and ensure that each prisoner receives diet in accordance with such rate. If the journey towards court is such that the prisoner cannot reach the prison before meal time, the Officer-in-charge of the Police escort shall receive diet money for each prisoner at the rate as prescribed under the regulations.

678. **Money advance for road expenses and railway pass.** A sum of money, sufficient to meet all expenses together with a railway pass for the tickets required if the journey is to be performed by rail, shall be handed over to the Junior Prison Officer or the Officer-in-charge of the escort as the case may be, by the Officer In-charge of the dispatching prison.

679. **Different kinds of conveyance** (1) Subject to provision of these rules, the Prison or Police Authorities shall convey prisoners keeping in view of security and safety of prisoners by Train, Road or Air, provided that the prisoners shall preferably be transported by road.

(2) Better class prisoners may be allowed to travel by Air if he pays the fare both for himself and for the Police escort.

680. **Adjustment of travelling expenses.** The expenses for the Police escort and transfer of prisoners shall be paid by the Police Department.

681. **Police Department to defray conveyance of under-trial prisoners.** The Police Department shall defray all charges of every kind relating to the conveyance of all under-trials to and from courts.

682. **Classes to be kept separate on transfer.** Women prisoners shall, when on transfer, be kept completely apart from male prisoners and male juveniles from adult males. Further separation of the various classes should be carried out as far as practicable.

683. **Prisoners to be searched before transfer. Receipt to be taken.** (1) Before the transfer the prisoners shall be paraded inside the prison, the Assistant Superintendent shall satisfy himself that all the prisoners have sufficient clothing and are properly dressed.

(2) Prisoners shall ordinarily wear their own clothes while on transfer. Those who have no clothes of their own or whose clothes have been disposed of otherwise, shall wear prison clothes as may be prescribed by the regulations. They shall be carefully searched in the presence of the Assistant Superintendent Incharge of transfers and of the Officer-in-charge of the Police escort, from whom a receipt shall be taken for the prisoners property and documents handed over to him. They must thoroughly satisfy themselves that necessary restraints are fastened properly.

(3) A receipt shall be obtained from the officer in charge of the escort for the prisoners sent to courts and such officer shall certify in the gate keeper's register that he has searched the prisoners. All prisoners shall be searched again at main gate on return from the court before their being taken over from the officer in charge of Police escort.

684. **Junior Prison Officer to accompany prisoners on transfer.** (1) A Junior Prison officer shall accompany prisoners on transfer when their number exceeds twenty-five. He shall be incharge of the Government property, documents and private effects of the prisoners.

(2) The Deputy Superintendent must satisfy himself, before the prisoners leave the prison, that all necessary arrangements have been made to provide them with the means if water-supply, fooc, etc enroute and that the Junior Prisor Officer accompanying them understands his duties in this connection.

685. **Duties of Junior Prison Officer or Police Officer incharge of prisoners.** The presence of a Junior Prison Officer does not affect the responsibility of the Police escort for the safe custody of the prisoners on transfer. The cuties of the Junior Prison Officer shall be:-

(a) to arrange and provide the prisoners with food and water when necessary;

(b) to preserve carefully and be responsible for the safe custody and safe delivery of the documents and property of all sorts sent with the prisoners;

(c) to return safely to the prison from which the party was dispatched, the clothing and other Government property sent with the prisoners;

(d) to obtain receipts from the Assistant Superintendents incharge of admissions of the receiving prison for the prisoners' property and documents made over to him;

(e) to take every precaution to secure the immunity of the prisoners from sickness and injury; and

(e) to allow only the authorized food in the journey.

686. **Documents etc. to be examined on arrival.** On the arrival of the prisoners at their destination, the Assistant Superintendent incharge of admission shall examine carefully, the warrants, history tickets, the lists of property, both Government and private, compare these with the property actually received and shall furnish the necessary receipts.

687. **Receipts for prisoners, etc., Government property to be returned.** The receiving prison shall duly acknowledge the receipt of the prisoners and, of the documents and property relating to them. One copy shall be made over to the Police and the other sent to the dispatching prison. Identical articles of clothing and other Government property sent with the prisoners shall be returned to the dispatching prison.

688. **Procedure when property is retained by receiving prison.** If it is necessary to retain any of the property in the receiving prison, a report of the fact shall be made to the Officer In-charge of the transferring prison. Property so retained shall be accounted for in the registers of both the prisons and in the indents for such articles subsequently submitted.

689. **Procedure when property is missing.** If it be found on the arrival of the prisoners at their destination that the property received does not correspond with the lists, immediate notice of the fact shall be given to the Officer In-charge of the transferring prison, who shall institute an enquiry in the matter.

690. **Illness of a prisoner on transfer Ultimate disposal.** When a prisoner on transfer becomes ill as to be unable to complete the journey, he shall be left at the nearest Police Station and taken when sufficiently well to be moved, to the nearest prison where he shall be received. His warrant, property and all papers connected with him shall be made over to the Officer In-charge of the prison, where he is detained who shall inform the Officer In-charge of the prisons from and to which the prisoner was proceeding, of the occurrence. On recovery the prisoner shall be forwarded with his papers, etc., to his destination. In the case of death, the fact, with date, shall be noted on his warrant, which with the other papers and property accompanying him shall be returned to the prison from where he came.

691. **Death of a Prisoner before he can be received in any prison.** If a prisoner dies on transfer and before he can be received in any prison en-route, the Officer incharge of the police escort shall report the fact to the District and Sessions Judge or the nearest Magistrate as the case may be, in which the death takes place, with a view to an enquiry being held into the circumstances attending it. A copy of the proceedings, together with the warrant, documents and property accompanying the prisoner shall be forwarded to the Officer In-charge of the prison from where he came, who shall submit a copy of the proceedings of the inquiry to the concerned court, Deputy Inspector General and Inspector General.

692. **Escape en-route.** If an escape occurs en-route, intimation of the same shall be given as soon as possible to the nearest authorities and to the Officer In-charge of the prison from which the prisoner came, with a view to his recapture. If he is not immediately recaptured, his property and other documents shall be returned to the prison from which he was dispatched.

693. **Recapture of a prisoner who escapes on transfer** A prisoner who escapes on transfer shall, recaptured, be sent to the prison from which he was dispatched. A report of the recapture of a prisoner shall be sent to the concerned court, Deputy Inspector General and Inspector-General.

694. **Transfer of prisoners to Civil Hospitals in case of serious illness.** (1) Where it is necessary to remove a sentenced or un-sentenced prisoner to hospital outside the prison for operative or other special treatment which cannot conveniently be given in the prison itself -

(a) where the Medical officer or specialist thinks it emergent that a prisoner is to be admitted to the outside hospital, the Officer In-charge is authorized to allow authorized absence in anticipation of the sanction of Deputy Inspector General or Inspector General as the case may be and if he does so, he shall make an immediate report to the Deputy Inspector General or Inspector General; provided that in the normal course of admission at outside hospital, previous sanction of authorized absence from Deputy Inspector General or Inspector General shall be obtained;

(b) where a Court directs that an un-sentenced or a sentenced prisoner is to be taken to a hospital as an outdoor patient or for an X-Ray examination, the Officer In-charge shall as soon as possible arrange for such prisoners to be taken to the hospital for such purpose and if the Medical Superintendent of the Hospital or the Civil Surgeon Certifies that it is necessary to admit such prisoner in the Hospital, the Officer In-charge shall authorize the admission of the such prisoner in the Hospital and make an immediate report to the Deputy Inspector General and Inspector General;

(c) if the prisoner is transferred to outside hospital under clause (a) and (b), the Medical Superintendent or Civil Surgeon of the outside hospital certifies that proper treatment cannot be conveniently provided at their hospital and subsequently on their recommendation, the prisoner shall be referred to another hospital in the same district or another district, necessary post facto sanction of authorized absence shall be obtained as soon as possible from Deputy Inspector General or Inspector General as the case may be.

(d) in cases in which a sentenced or un-sentenced prisoner is taken to hospital for treatment as an out-patient only or for X-ray examination or Medical Tests, the Officer In-charge of the prison is empowered to authorize this visit or authorized absence himself.

Explanation. *In this rule the term "outside hospital"* means the medical facility outside the prison whether government or private.

(2) In all cases in which a prisoner is removed to a hospital for the purpose of an operation, the removal shall take place as close as possible to the time fixed for operation by Hospital Administration and the prisoner shall be brought back to the prison hospital as soon as this can conveniently be done.

(3) Police Escort shall be provided by Police Department whenever prisoners are required to remove from Prison for the purpose under this rule.

(4) Whenever on emergency basis, prisoner is to be taken to outside hospital; Head of District Police shall cause to immediately supply the Police escort on Telephone requisition.

(5) If Police escort is not received immediately then the Officer In-charge shall cause to send the prisoner through Junior Prisor Officer (s) in their own vehicles up to nearest hospital where Police escort shall reach as soon as possible & subsequently prisoners custody shall be handed over to Police escort.

(6) Prisoner admitted or under treatment in hospital outside the prison shall always be guarded by the District Police.

(7) As far as possible, such number of jail / prison wards shall be established in hospitals by the Government as may be recommended by Inspector General.

(8) Health Department or Hospital administration shall extend necessary facility to Police Officer or Prison Officer to prevent escape of prisoner.

(9) All expenses incurred by the hospital authorities in connection with the treatment of prisoners from prison shall be borne by the Health Department; provided that if the prisoner opts to be treated at private medical facility in which event, the prisoner shall be liable for the cost of any such consultation, examination, service or treatment.

(10) Where a prisoner is removed to hospital from prison, his family shall be informed forthwith.

695. **Prisoner deemed to be in prison when removed or transferred.** Whenever a prisoner is removed or transferred from the prison where he is confined for any purpose as provided under the Act, rules or regulations, he shall be deemed to be in prison and shall be deemed to subject to the provisions of the Act, rules and regulations.

CHAPTER-XXX
DISCHARGE OR RELEASE

696. **Name of prisoner with a sentence of less than four months to be entered in release register.** On admission to prison of a prisoner with a substantive sentence of less than four months, his name shall be entered in the release register, under the date on which his sentence shall expire. If special remission is awarded, subsequently, the date shall be altered accordingly.

697. **Check dates to be fixed for prisoners with sentence of four months or over.** The names of prisoners whose substantive sentences are of four months or over, shall be entered in release register according to the check date at the time of admission. For every such prisoner, a date called the check date shall be fixed, which shall be the date on which the prisoner will complete two-thirds of his sentence. The check date shall be recorded on the history ticket, warrant and remission sheet and all entries shall be signed by the Deputy Superintendent.

698. **Management and custody of warrants.** The date of sentence and the date of release of a prisoner and the register number given him, shall be endorsed on his warrant and signed by the Deputy Superintendent. The warrants shall be arranged according to the date of release and put together in open folds in monthly bundles and docketed outside with the month and year. Each bundle shall occupy, a separate receptacle in the warrant almirah, of which the Assistant Superintendent Incharge of release shall keep the key. No prisoner shall be allowed to have access to the warrants under any circumstances.

699. **Fixation of final date of release.** The date of release of a prisoner shall be fixed at least one month before the check date calculated for him under rule 696 after crediting the prisoner with the remissions already earned and those, which he is likely to earn in the interval. After the date has been checked and approved by the Deputy Superintendent, the prisoner's name shall be entered in the release register under the date finally fixed. The Assistant Superintendent in charge of releases and the Deputy Superintendent shall initial the entries of final date of release in the release register, remission sheet and the history ticket.

700. **Prisoner to be informed of his date of release.** A prisoner whose final date of release has been finally fixed shall be informed of the date on which he is to be released and shall be entitled to a free phone call or letter before being discharged informing his relatives about the date on which he shall be released.

701. **When release falls on a holiday.** A prisoner whose date of release falls on a Sunday or any of the Gazette holidays shall be released on the preceding day; provided that if for any reason, a civil prisoner, under trial prisoner or a detainee is entitled to be released on a Sunday or a Gazette holiday, he shall be released on that day, subject to verification of release order.

702. **Time of release of prisoners.** (1) The prisoner shall not be released after the hour of lockup or before the opening of the prison on any day.

(2) Prisoners shall ordinarily be released in the forenoon.

(3) Every prisoner, whose release has been ordered by a Court on any working day, shall be released on the same day, as soon as possible after the receipt of the release order, subject to verification of release order.

703. **Prisoner to produce his kit on release.** (1) Every prisoner shall be required to return his complete prison kit in a clean condition before he is brought up for release.

(2) A prisoner shall be put up before the Deputy Superintencent for release in his private clothes or if he has no clothes of his own, in the clothing for released prisoners provided by the prison.

704. **Procedure when the sentence expires.** (1) When the sentence of a prisoner expires, the Assistant Superintendent Incharge of releases shall bring him before the Deputy Superintendent together with his warrant and the admission register. After thorough checking and identification by the Deputy Superintendent, the Assistant Superintendent shall produce the prisoner before the Deputy Superintendent for release and he shall be released at the prison gate in the presence of the Assistant Superintendent.

(2) Every order for the final discharge of a prisoner shall be signed by the Deputy Superintendent.

705. **Identification of prisoners on release.** Every prisoner shall before being released be carefully icentified by reference to the personal description manual or computerized, picture, Computerized National Identity Card, if available, and marks of identification recorded in the admission register, and the Assistant Superintendent and Deputy Superintendent shall satisfy themselves respectively that the prisoner brought for is entitled to be released and that his sentence has been duly executed except in respect of any remission earned and granted under the remission system.

706. **Release Orders.** (1) An order of release of a prisoner, whether sentenced or un-sentenced prisoner, shall be carried out with reasonable promptitude, and the prisoner shall ordinarily be released on the same day, unless his further detention is required under some other authority. If the order is received in the absence of the Officer In-charge, the Deputy Superintendent shall release the prisoner on his own responsibility and shall immediately report to the officer incharge on his next visit to the prison.

(2) All release orders received by post shall ordinarily be complied with on the same day and if received late in the evening shall be acted upon the next day, subject to verification.

(3) Release orders, reduction warrants, bail orders and notices showing payment of fine shall be sent to the prison authorities through an official messenger of the Court or through registered post and not through the friends or relatives of the prisoner. Release order etc., sent locally shall be received by the Assistant Superintendent Incharge of releases.

(4) Release orders, reduction warrants, sent locally shal be received in the prison during the office hours only.

(5) In case of two or more prisoners convicted in the same case, there must be a separate release order or reduction warrant, as the case may be, for every prisoner.

707. **Over-detention to be reported to the Inspector General.** The case of every prisoner detained in confinement after date on which he is entitled to be released shall be reported to the Inspector General through Deputy Inspector General.

708. **Warrant of release of a prisoner transferred.** On receipt of warrant for the release of a prisoner who has been transferred to another prison, such warrant shall be forwarded without further delay by registered post or any private courier service to the prison.

709. **Release order to be duly authenticated.** The Officer In-charge shall not release any prisoner on the authority of any informal document. Release orders duly signed by the authority or court with the seal shall be

acted upon. All release orders before being acted upon shall carefully be scrutinized by the Deputy Superintendent in order to see that the seal and signature of the court or authority are genuine and that the particulars noted in the release order correspond with the original commitment warrant. In case of doubt a reference shall be made to the Court or authority concerned before the order is carried out.

710. **Release on the authority of Electronic means Fax etc.** The prisoner shall not be released on the authority of any electronic means except such electronic communication is sent by the Administrative Secretary. All such orders received by electronic communication shall be reconfirmed from issuing authority.

711. **When a prisoner may be released on recognizance.** (1) If the warrant of an appellate Court directs that a prisoner shall be released on bail or on his own or another person's recognizance, the Officer In-charge shall not release such prisoner until he receives from the court or authority an intimation in writing that such bail or recognizance has been duly given and that such prisoner may be set at liberty in accordance with the terms thereof.

(2) The personal bond or recognizance of a prisoner whose release has been ordered shall be attested by the Deputy Superintendent.

712. **Prisoners on release to be furnished with certificate.** Every released prisoner shall be furnished with a release certificate signed by the Officer In-charge to the effect that he has completed his term of imprisonment, the amount of remission, if any, being stated therein. A report on his character and conduct in prison and of proficiency in any industry learnt by him in prison shall also be included in the certificate, if the prisoner so desires, but not otherwise.

713. **Return of prisoner's property on release.** (1) At the time of release of a prisoner, cash and other property, if any, belonging to him shall be delivered to him. An acknowledgement of the receipt of cash and property, if any, shall be obtained from him in the admission register and property register.

(2) Cash or property lost while in the custody of any officer shall be compensated at the expense of the officer responsible for such loss.

714. **Conditions under which clothing may be supplied to a released prisoner.** (1) Every prisoner whose clothing has been sold or destroyed or is insufficient for the purpose of health or decency, shall upon release be supplied at the expense of public exchequer, with such clothing as the Officer In-charge may consider necessary. However, if any prisoner possesses sufficient money either in his cash deposit or earned while in prison, he shall, if he so desires, be supplied with clothing on payment, but not otherwise.

(2) In severe cold weather a serviceable blanket may be issued to really destitute and deserving prisoners who are old and infirm or juveniles or women and when the journey involves travelling by night. Blankets issued to prisoners on release shall be condemned and written off the book.

715. **Meal to Sentenced prisoners on release.** Prisoners shall be supplied with meals before release. Scale of subsistence allowance to be paid to sentenced prisoners.

716. **Scale of subsistence allowance to be paid to prisoners at the time of release.** The Inspector General shall prescribe by regulations such subsistence allowance for prisoners at the time of their release to afford them for travel and diet expenses during journey.

717. **Prisoners to be given railway pass or bus fare on release.** (1) Every prisoner whose home is more than six km from the prison from which he is released shall be given -

(i) a free railway pass, to the station nearest to his destination; or

(ii) bus fare according as his home is most conveniently reached by bus.

(2) A prisoner may be given bus fare in addition to railway pass if his home is more than six km from the nearest railway station and is served by a bus route from that station.

(3) In case of any prisoner or class of prisoners, Government may, by special order direct that subsistence allowance, pass or railway fare shall not be given.

(4) No railway pass or bus fare shall be given to any prisoner sentenced to imprisonment in lieu of fine imposed under the provisions of sections 112 and 113 of the Pakistan Railway Act of 1890.

718. **Railway pass and subsistence allowance to prisoners.** Prisoners released from Prison may be given free railway ticket and subsistence allowances laid down in the preceding rule.

719. **Release of women prisoners.** (1) When a woman prisoner is due for release, the Officer In-charge shall, subject to the written consent of the woman, inform the woman's relatives about the date of her release so that they may come and receive her at the Prison gate.

(2) If relatives do not turn up to receive her, she will be sent to her own home or residence of her relatives escorted by a woman Junior Prison Officer or a woman from Government Department or NGO entertainec for the purpose.

(3) In the event of release of a woman prisoner upon acquittal or otherwise when the release is effected late, she may be allowed to stay for the night in the women's ward to enable her to proceed to her home the next morning.

(4) If the woman prisoner refuses to go with her parents, spouse or relatives, she shall, subject to her consent, be shifted to a Dar-ul-Aman or any place declared as a women's shelter home by Government under intimation to the concerned court.

720. **Case of a prisoner seriously ill on release.** A prisoner suffering from an acute or serious illness shall be discharged from prison and shall be admitted to a Civil hospital under the opinion of Medical Officer.

Note: The Inspector General may by regulations devise a mechanism to facilitate transfer of under treatment Prisoners to a medical facility outside the Prison after release.

721. **Release of juvenile prisoner.** (1) Notice of the date of release of every juvenile sentenced prisoner shall be sent to his relatives, one month before such date, to receive him at prison on release, if he has such relatives.

(2) If no relatives appear to receive the juvenile prisoner, he shall be escorted by a junior prison officer to his own home.

(3) If a juvenile prisoner is homeless, he shall be shifted to Government shelter home.

722. **Release of prisoners undergone life imprisonment and long term prisoners.** (1) Imprisonment for life shall mean twenty-five years imprisonment and every life imprisoner shall undergo a minimum of fifteen years substantive imprisonment.

(2) The case of all prisoners sentenced to imprisonment for life shall be referred to Government through the Inspector General, after they have served fifteen (15) years substantive imprisonment for consideration with reference to section 401 of the Code.

(3) The cases of all prisoners sentenced to cumulative periods of imprisonment, aggregating twenty-five years or more, shall also be submitted to Government, through the Inspector General, when they have servec fifteen (15) years substantive sentence for orders of Government.

723. **Return of warrants of released prisoners.** (1) The warrant of a sentenced prisoner released on expiry of sentence or on bail shall be returned to the Court which issued it, with an endorsement showing the date and cause of release and the date on which the warrant is returned.

(2) The warrant of every prisoner who dies in prison shall be returned to the Court concerned by which he was convicted or committed.

(3) Warrants of escaped prisoners, who remain at large and are not recaptured, shall be returned to the Court concerned within a week from the date of escape with a certificate signed by the Officer In-charge showing the date on which the prisoner escaped.

(4) If any sentenced prisoner is required to undergo two or more sentences under separate warrants, such warrants shall be returned when all the sentences have been executed.

(5) After execution of the sentences the warrants of commitment of prisoners sentenced by Court Martial shall be sent to the officer commanding of the Unit in which the Court was held.

(6) Warrants of Un-sentenced prisoners released on bail shall immediately be returned to the Court concerned.

724. **Early Discharge of an individual who is suffering from incurable disease or permanently incapacitated.** (1) The prisoners of the following categories shall be entitled for an early discharge:-

(i) any prisoner found incapacitated;
(ii) prisoner suffering from incurable diseases;
(iii) female where she has attained the age of sixty years;
(iv) male if he has attained the age of sixty five years;
(v) the persons found to be infirm;
(vi) the prisoners complete half portion of their sentence (including remission, if any) with demonstrated capability of reforms.
(vii) children and women who are not dangerous for the peace of society and not involved in heinous crime or act of terrorism.

(2) It shall be the duty of the Deputy Superintencent or Medical Officer, as the case may be, to maintain the class of prisoners required to be early discharge under sub-rule (1). The list of such prisoners shall be provided to the Officer Incharge who shall submit the same to the Inspector General through Deputy Inspector General concerned for placing the same before the Prison Management Board for consideration and approval of the cases for early discharge.

(3) For the categories under clauses (i), (ii) and (v) of sub-rule (1), the prisoners shall be referred to the Medical Board for ascertaining the medical conditions and for recommendation of their early discharge.

(4) For the categories of (iii) and (iv) of sub-rule (1), the determination of the age shall be in the following manner:-

(a) CNIC and educational certificates; or
(b) if there is no such document is available, the Medical Board;

(c) In case of transgender, the gender as mentioned in CNIC.

725. **Temporary assistance to needy family of a prisoner.** Government shall establish endowment Fund under these rules to carry out the purposes of sub-section (2) of section 49 which shall be managed by the Prison Policy Board in the manner as may be prescribed by Standard Operating Procedures (SOPs) or until such SOPs are framed, as may be determined by it.

CHAPTER-XXXI
DIRECTORATE OF CORRECTIONS REHBILITATION AND WELFARE OF PRISONERS

726. **Directorate.** (1) There shall be Directorate OF Corrections, Rehabilitation and Welfare of Prisons to be established as provided under section 56 which shall consist of -

(a) the Senior Prison Officer of the rank of Deputy Inspector General who shall be designated as Director being head of the Directorate.

(b) such number of officers at Head Quarter in Karachi, Regionally and at each Prison;

(c) Program Officers / Rehabilitation Officers with such qualification and conditions as may be prescribed under recruitment rules as may hereinafter be framed.

(d) the Rehabilitation Officers / Program officer for the women and Juvenile prisons in the province must be female;

(e) Rehabilitation Officer / Program Officer for each District Prison, or more than one Assistant Director to each Central Prison.

727. **Functions and Mandate of Directorate.** (1) Subject to the Control of Inspector General, the Directorate shall perform such duties and functions including administrative, fiscal, and operational powers which shall be the following: -

(a) to contribute to the maintenance of a just, peaceful and safe society by assisting in the welfare and rehabilitation of sentenced and unsentenced prisoners and their reintegration into the community as law-abiding citizens;

(b) to work in collaboration and in coordination with Government and non-government Departments, organizations and bodies;

(c) to plan on the basis of information obtained as prescribed in Form which shall be amended or changed in accordance with need basis by the Directorate to be filled out during admissions of prisoners to a prison, and any subsequent relevant information, it shall contain the following:-

(i) intervention required with respect to the prisoners need;
(ii) taking into account the security ranking and classification of each prisoner as determined by the government; and
(iii) objectives for the prisoner's rehabilitation and welfare through participation in existing programs;

(d) to identify, form targeted partnerships, and enter into agreements with relevant Government Departments, civil society, non-government organizations, and the private sector and to provide for the successful reintegration of prisoners back into society;

(e) to Plan, administer, and implement programs providing educational activities and vocational programs in prison that contribute to the rehabilitation of male, female, and juvenile offenders and to their successful reintegration into the community;

(f) to oversee the implementation of programs and undertake their evaluation to determine their effectiveness through in house and outsourcing;

(g) to institute education programs in prisons which may include basic skills development in literacy and numeracy through intensive courses; personal and social development programs; and provision of arts, music and sport activities and to institute all such programs which offer proper support for the needs of prisoners with learning difficulties and disabilities;

(h) to provide full range of educational and vocational programs to prisoners to reduce crimina recidivism and to enhance social reintegration in collaboration with various government and non-governmental organization. These programs will take into account the interests and need of prisoners to obtain education, skills, and experience that shall help their rehabilitation after release;

(i) to establish Vocational Training Centers, in each Prison in conjunction with relevant Government and non-government organizations and civil society, which offer the instructions in trades viz. carpentry, masonry, electric, electronics, IT, welding, vehicle mechanics, handicrafts, tailoring, embroidery or any other trade;

(j) to design and prepare all technical instruction programs to be undertaken after thorough examination of labour market information and consultation with the Sindh Department of Labour and other relevant Government departments and STEVTA (a) to provide a picture of sectors that might offer the best employment prospects for former prisoners; and (b) to design and administer a series of accredited short courses, licenses, and certificates as necessary;

(k) to analyze and identify the skills needed for particular jobs within different sectors, the opportunities for different age groups, and the impact a criminal record.

(l) to carefully select the programs and courses on the basis of local market needs;

(m) to initiate programs as far as reasonably practicable on the basis which provide or likely to provide prisoners with experience in a recognized profession, trade or other field of employment;

(n) to assess and calculate a method and system of remuneration for prisoners, and implement and manage such system with the assistance of all relevant government departments as necessary;

(o) to attempt, to the extent possible, that the children of all convicted prisoners, if not already registered, shall be registered and enrolled in government schools;

(p) to develop a system of incentives to encourage prisoners to make progress towards completion of the prescribed programs;

(q) to conduct or cause to conduct health screening during admissions or post admission processes and to devise the screening forms for al incoming prisoners (adult and juvenile) with substance abuse and addiction problems;

(r) to plan, administer, and implement on-site programs for rehabilitation from substance abuse for prisoners identified at the screening phase to have problems with drug addiction and substance abuse and shall provide to the such prisoners information about drug services available and access or referrals points to these created as possible.

(s) to assist in designing medical strategies, minimum standards of care, a course of treatment, and appropriate programs sought from medical health experts and civil society organizations with an expertise to treat drug addiction and substance abuse issues and pay special attention to juvenile offender with substance abuse and drug addiction problems;

(t) to design, administer, and implement post-release support programs in collaboration with relevant departments or non-governmental organizations or civil society for prisoners who have been released on parole, probation, or acquitted or released on bail; to mapping the existing services and organizations conducted on the basis of which post-release programs which shall be designed in the following areas:-

(i) Psychosocial interventions such as counselling and psychotherapy offered through partnerships and agreements with community health-based organizations with an expertise in serving low-income communities;

(ii) Community-based drug dependence abuse treatment interventions through detoxification services, residential programs (including therapeutic communities) and outpatient treatment programs;

(iii) Employment interventions thorough job placement classes and continued vocational training to build on skills taught in prison Vocational Training Centers; and

(iv) Access to stable accommodations through close partnerships with local housing authorities as an important step towards reintegration into society.

(v) Any and all post-release case monitoring shall be in the form of regular visits with former prisoners organized in coordination with parole and probation officers as defined by the Reclamation and Probation Department's rules and regulations;

(u) to facilitate and coordinate with the National Database Registration Authority (NADRA) regarding periodic legal identity camps held in all prisons to ensure the issuance of legal identity documents for prisoners where feasible, as such documents are critical for prisoners in accessing post-release rehabilitation processes and programs;

(v) to develop and implement the Prisoner Family Support Program (PFSP) as per section 9(vii), 49(2) and 50(2) and through Prison Management Board, private sector, and relevant civil-society and non-governmental organizations with relevant experience and expertise.

(2) Without limiting the generality of any of the duties and functions, the Directorate shall administer programs designed particularly to address the needs of female and juvenile offenders, and consult regularly about such programs with appropriate persons and organizations with expertise on and experience in working on issues of children and gender-based empowerment and financial sustainability.

728. **Budgetary Allocation.** Government shall provide independent annual budget to the Directorate which shall be utilized to carry out its functions and duties as assigned to it under the Act, these rules and regulations.

729. **Types of Programs.** There shall be various types of programs for Welfare and rehabilitative of the prisons which shall include but are not limited to:

(i) Work placements within or without the Prison parameter;
(ii) Education of any kind;
(iii) Counseling and other rehabilitative programs;
(iv) Vocational and technical skills training;
(v) Social work, medical and psychological care and work.

730. **Sentence planning.** (1) The Directorate shall draw up reports for prisoners about their personal situations, the proposed sentence plans for each of them and the strategy for preparation of their release.

(2) Prisoners shall be encouraged to participate in drawing up their individual sentence plans.

(3) There shall be a review of individual sentence plans for prisoners after consideration of appropriate reports, full consultation among the relevant staff and with the prisoners concerned, who shall be involved as far as practicable. Such reports shall include reports by the Officer In charge of the Prison concerned.

731. **Non-Governmental Organizations to enter into prison.** (1) Where deemed appropriate, the Directorate in consultation with Inspector General will allow reputed and registered NGOs, community-based organizations, and organizations in the private sector identified by the Directorate to enter the prison for the provision of educational, vocational, and other programs for the successful reintegration of prisoners back into society.

(2) Qualified prisoner in a program offered by NGOs shall also be granted remission as provided under these rules.

732. **Power of the Directorate to Access Information.** The Directorate shall have the power to solicit, gather, and verify any relevant information regarding prisons for the purpose of its functions from the Administrative Department, relevant Department, and public or private entity on the form prescribed for the purpose by the Directorate from time to time.

733. **Prisoner Family Support Program.** To operationalize this program under rule 726(v), the Directorate shall -

(i) develop financial eligibility criteria for families to receive assistance from the Directorate and consult the National Socio-Economic Registry (NSER), a database created by Benazir Income Support Program (BISP), to ensure that income support to families is not being duplicated;

(ii) establish a financial support fund, which shall consist of -

(a) a budget amount approved by the Government;
(b) grants made by local, domestic, or international organizations and the Government;
(c) charitable donations made by any individuals or association of persons within and outside Pakistan;
(d) annual Zakat revenues;
(e) funds available from the Bait-ul-Maal; and
(f) any and all other source of funds seen fit;

(iii) maintain a complete and accurate Books of Accounts as may be prescribed by the Auditor General;

(iv) to facilitate access to and coordination with similar existing provincial schemes for social and financial welfare;

(v) to develop a method for the secure monthly disbursement of funds to families of needy prisoners which may include -

(a) distributing funds through the Pakistan Post in the shape of money orders;

(b) smart card payment mechanisms which allow beneficiaries to collect transferred installments from different franchises in the district in which they live;

(c) mobile banking or debit card payment mechanisms.

CHAPTER-XXXII
PRISONER WELLBEING AND REHABILITATION

734. **General Welfare.** Prisoners shall be provided range of programs and activities such as -

(i) cultural and recreational activities for maintaining mental wellbeing;

(ii) outdoor activities and sports for physical well-being;

(iii) indoor games and activities challenging the mind and keep prisoners occupied in a healthy manner;

(iv) historical, patriotic, biographical, scientific and educational films, dealing with social themes as carefully selected and determined by the Directorate;

(v) music programs consisting of radio music, recorded music, group singing, folk music, and instrumental music to relieve boredom and restlessness;

(vi) arts and crafts to impart useful values and to serve as therapeutic measures in the monotonous life of a prison;

(vii) structured educational and vocational training program tailored to the specific rehabilitative needs of prisoners; and

(viii) Libraries to encourage the reading of books, newspapers and magazines.

735. **General Obligations.** The prisoners welfare and rehabilitation shall have certain obligations specifically as per the provisions of section 50 which may include the following:-

(1) Every sentenced prisoner shall be required to work or participate in such programs or activities for which he is certified to be fit by the Medical Officer.

(2) Prisoners sentenced to simple imprisonment shall keep their wards and yards clean. They shall not, however, be compelled to perform any menial duties or any work of a degrading nature.

(3) Every un-sentenced prisoner shall not be required to work however he shall keep himself, his clothing and bedding clean and may also be required to keep his cell or ward clean, but no work of a degrading character, shall be taken from him. Unsentenced prisoners may wear their own clothes however if they opt to wear prison clothes there shall be difference in color between unsentenced and sentenced prisoners.

(4) Scavenging and cleaning of drains and sook pits shall always be done by paid sweepers.

(5) Unsentenced Prisoners, who work voluntarily in the prison factory, shall be paid an appropriate amount per prisoner for full day's task as may be prescribed by Prisons Policy Board.

736. **Classification of Prisoners.** (1) The Officer In-charge of the Prison shall classify the prisoners into two categories as Better Class (b-class) prisoner and Common Class (c-class) prisoner.

(2) Criteria for better class shall be –

(a) any prisoner who holds a Bachelors or a professional degree from any institution recognized by the Higher Education Commission; or

(b) a tax payer for the last three years of his productive life(not less than fifty thousand per annum); or

(c) a person who has been a Gazetted officer; or

(d) a person who is or has been a member of Provincial or National Assembly or Senate of Pakistan or Mayor, Deputy Mayor, Chairman or Vice Chairman of Metropolitan Corporation, Municipal Corporation, Municipal Committee, District Council or Town Committee or a person involved in the field of academia as the case may be;

(e) socially accustomed to a better moce of living; or

(f) a sentenced prisoner involved in heinous crime shall not be entitled for a better class, irrespective of whether he meets the above criterion or requirements;

(3) The prisoners shall be treated as Common Class if he does not fall in the criteria under sub-rule (2).

737. **Further Classes of Prisoners.** There shall be further classification of the prisoners as follows:-

(a) a criminal prisoner, which includes -

(i) a sentenced Prisoner: and

(ii) an unsentenced Prisoner;

(b) a civil prisoner; or Detainees or state prisoner under any law for the time being in force.

738. **Sentenced Prisoners Casual or Habitual.** (1) A casual or first time offender is someone who does not have a prior criminal history and has been convicted of a crime for the first time.

(2)A habitual offender is either –

(i) An ordinary habitual prisoner: or
(ii) A professional or repeat offender.

(3) Ordinary habitual prisoners are those who frequently lapse into crime owing to their surroundings.

(4) Professionals are persons who are repeat offenders and have been either arrested or convicted before.

739. **Classification of Sentenced Prisoners according to age.** (1) Sentenced Prisoners are further classified as under: -

(a) Juveniles aging 16 and below 18 years of age.

(b) Adolescent over 18 and under 21 years of age.

(c) Adults over the age of 21.

(2) There shall be two classes of Sentenced Prisoners according to the nature of their sentence, i.e.:-

(a) Those undergoing rigorous imprisonment; and.

(b) Those undergoing simple imprisonment.

740. **Classification of Women Prisoners.** Women prisoners shall be classified in the same manner as is provided in the case of ma es.

741. **Age group of women prisoners.** Women prisoners fal into the following age groups: -

(i) Juveniles those under 16 years of age.

(ii) Adolescent those from 16 to 18 years of age;

(iii) Adults those over 18 years of age.

742. **Classification of Political Prisoners.** Classification of political prisoners shall be determined by the authority ordering their detention in prison.

743. **Classes of civil prisoners.** Civil prisoners are of the following classes:-

(i) Prisoners committed to civil prison and persons imprisoned or revenue defaulter under any other law for the time being in force;,

(ii) For the purpose of the Act and these rules, and unless the warrant of commitment or order relating to any prisoner confined under any and all preventive detention laws for the confinement of State Prisoners or detainee, otherwise directs, every such prisoner shall be deemed to be civi prisoner and entered in civi prisoner's register.

744. **Classification of mentally unsound prisoners.** The term "mentally unsound prisoners", shall include persons of the following classes:-

(i) An accused person, in respect of whose soundness of mind, doubts are entertained by the Magistrate trying the case, and who is sent to a prison for medical observation, under section 464 of the Code of Criminal Procedure;

(ii) an accused person, who by reason of unsoundness of mind, is incapable of making his defense, and who is in consequence, detained under section 466 of the Code of Criminal Procedure, pending the orders of the Government;

(iii) a person who is held to have committed an act which would have constituted an offence but for the unsoundness of his mind, and who has been acquitted on the ground that he was of unsound mind when the act was committed and is detained under section 471 of the Code of Criminal Procedure, pending the orders and during the pleasure of Government; and

(iv) A sentenced prisoner who, during the course of his incarceration, develops a mental illness as diagnosed by a qualified medical practitioner.

745. **Healthcare.** (1) The adequate health services shall be provided, within available resources, based on the principles of primary health care, in order to allow every prisoner to lead a healthy life. The Service shall develop health and safety protocols for specific categories of vulnerable prisoners, including but not limited to -

(i) older prisoners;
(ii) physically disabled prisoners;
(iii) prisoners with learning disabilities;
(iv) prisoners with long-term or chronic conditions health
(v) mentally ill/ unsound prisoners; and
(vi) transgender prisoners.

(2) Prisoner referred to or opted for treatment on his own choice at a Private Medical Facility shall be subject to the medical advice of the Specialist of Government Hospital or Medical Superintendent Incharge of the concerned Government Hospital.

746. **Allocation and Treatment of Women Prisoners.** (1) The service shall pay particular attention to the requirements of women, such as their physical and psychological needs, when making decisions that affect any aspect of their detention.

(2) Women prisoners shall be allocated, to the extent possible, to prisons close to their home, taking account of their caretaking responsibilities, as well as the individual woman's preference and the availability of appropriate programs and services.

(3) Women prisoners shall have access to a broad range of therapeutic activities appropriate to their level of need.

(4) Pregnant prisoners shall also be medically examined periodically to ascertaining the state of their health. All efforts should be undertaken that pregnant women are temporarily transferred to a hospital prior to their due delivery date.

747. **Screening of Women Prisoners.** (1) Health screening of women prisoners shall include -

(i) Mental health-care needs, including post-traumatic stress disorder and risk of suicide and self-harm;

(ii) The reproductive health history of the woman prisoner, including current or recent pregnancies, childbirth and any related reproductive health issues; and

(iii) The existence of drug dependency.

(2) Women's right to confidentiality with regard to their reproductive health history shall be respected. Vaginal examinations of women prisoners shall always require the consent of the woman prisoner.

(3) If a woman prisoner requests that she be examined or treated by a woman physician or nurse, a woman physician or nurse shall be made available, to the extent possible, except for situations requiring urgent medical intervention. If a male medical practitioner undertakes the examination contrary to the wishes of the woman prisoner, a woman staff member shall be present during the examination.

(4) Arrangements shall be made for all prisoners who are pregnant, breast feeding or recently given birth to have access to a diet and supplements which support their specific nutritional requirements and should receive advice regarding their diet.

(5) Pregnant prisoners shall also be medically examined to ascertaining the state of their health, pregnancy, duration of pregnancy and the probable date of delivery. After ascertaining all necessary particulars, a detailed report shall be sent to the Inspector General. Pregnant women in prison should further be supported to be active throughout pregnancy.

748. **Child birth in prison.** (1) As far as possible a child birth in prison shall be avoided, but if this is not possible, the services of a lady Medical Officer or failing it a qualified midwife shall be requisitioned in districts where there is a maternity and child welfare center, the authorities incharge of such center shall be requested to depute a lady doctor or a qualified midwife to attend cases of confinement in the women's ward. No charge may be made for the service of a lady doctor or midwife so deputed to prison, but they shall be entitled to conveyance charges to and from the prison.

(2) In case, birth of a child is taken place in the prison, birth shall be registered at the local birth registration office. The fact that the child has been born in prison shall not be recorded as the place of birth. Only the address of the locality shall be mentioned. As far as the circumstances permit, all facilities for performing the naming rights of the child born in a prison shall be extended to the mother.

749. **Orders of Inspector General for health matters.** The Inspector General shall issue such orders as he may consider necessary and as are not inconsistent with the instructions of Government, for the health and comfort of every prisoner.

750. **Mentally Unsound Prisoners to Undergo Immediate Psychiatric Evaluation.** A mentally unsound patient shall be considered dangerous until an approvec psychiatrist as defined by the Sindh Mental Health Act 2013 has certified that he is harmless. The Officer In-charge and Medical Officer in consultation with a qualified psychiatrist, shall from time to time, give such directions as may be necessary, for proper guarding of the mental unsound patient and shall warn every officer of any Symptoms which may necessitate greater watchfulness. The Officer In-charge will ensure the presence of specialists, including approved psychiatrists and psychologists as defined by the Sindh Mental Health Act, 2013, to conduct regular visits and prepare reports as necessary for the Incharge on any concerns or developments in the mental and psychological state of all such prisoners and course of treatment prescribed, if any.

751. **Confinement of mentally unsound prisoner.** Mentally unsound prisoners may in the discretion of the Medical Officer, be detained in the prison hospital or in a ward set apart for the purpose.

752. **Close observation of Prisoners feigning insanity.** When any Prisoner is acting as if he were mentally unsound, the Officer In-charge shall put him under observation. The Medical Officer shall scrutinize his symptoms closely so as to preclude the possibility of a criminal feigning mental illness.

753. **Procedure in case of a Prisoner of unsound mind.** Whenever it appears to the Officer In-charge that any Prisoner is of unsound mind, he shall, in the first instance, place the prisoner under the observation of Medical Officer for a period of 24 hours. During this time, a qualified psychiatrist shall undertake a psychiatric evaluation of the prisoner and prepare a report of his/her findings, diagnosis, and recommend course of action and treatment. Such report shall be submitted to the DIG or Inspector General as the case may for the orders for shifting to a psychiatric facility.

754. **Transfer of a mentally unsound prisoner to Psychiatric Facility.** on receipt of an order from Deputy Inspector General or Inspector General for the shifting of a mentally unsound prisoner, the Officer In-charge shall transfer him to the psychiatric facility with the following documents: -

a. The order directing his transfer.
b. His descriptive roll
c. Warrant of imprisonment.
d. Remission sheet if any
e. History ticket and private property (if any).
f. A copy of the Court's judgment in his case.

Explanation-1. If the Court's judgment does not contain full particulars of the offence committed, a copy of the Police report on the arrest, or that of the Police roznamcha, should accompany with the prisoner.

Explanation-2. Government property accompanying a mental patient on transfer to a psychiatric facility shall be returned to the dispatching prison.

755. **Conditions before a transfer can be made.** A mentally unsound prisoner shall not be transferred from a prison to a psychiatric facility -

(i) unless the Medical Officer certifies immediately before his transfer, that he is physically fit to undertake the journey, and

(ii) until it has first been ascertained that Medical Superintendent of the psychiatric facility is prepared to receive him.

756. **Transfer in anticipation of sanction in urgent cases.** In urgent cases (i.e., if the prisoner is disruptive, dangerous, or unable to maintain basic hygiene), Medical Officer may, if he considers it necessary and with the previous consent of the Medical Superintendent of the psychiatric facility concerned, transfer the prisoner to such psychiatric facility in anticipation of the sanction of Deputy Inspector General or Inspector General as the case may be. In such case the prescribed documents shall be sent with the patient and a copy of order shall be forwarded as soon it is received.

757. **Procedure when a recovered prisoner has a relapse of mental illness.** When a recovered mentally unsound prisoner undergoing sentence in a prison has a relapse of mental illness he shall be immediately returned to the psychiatric facility in anticipation of the orders of Deputy Inspector General or Inspector General. In such a case the prescribed documents shall be forwarded with him & copy of order shall be forwarded as soon it is received.

758. **Procedure when prisoner is reported capable of making his defence.** If such person is confined under the provisions of section 466 of the Criminal Procedure Code and such Inspector General or Deputy Inspector General or visitors shall certify that in his or their opinion, such person is capable of making his defence, he shall be taken before the Magistrate or Court, as the case may be, at such time as the Magistrate or Court, appoints and the Magistrate or Court shall deal with such person under provisions of section 466 ; and the certificate of such Inspector General or visitors shall be receivable as evidence. (Section 473 of Criminal Procedure Code).

759. **Treatment of prisoners returned to prison.** When a recovered mentally unsound prisoner is returned to a prison, he shall be assigned some suitable work and such liberty as the Medical Officer may consider safe.

760. **Officer empowered to act as Inspector General.** The Administrative Secretary may empower the officer in charge of the prison in which a person is confined under the provisions of Section 461 or 471 of Criminal Procedure code, to discharge all or any of the functions of Inspector General, under Section 473 or Section 474 of the Code.

761. **Discipline of Unsound Mind Prisoner** (1) An unsound mind prisoner cannot be punished for any breach of discipline or offence committed by him but such restraints can be imposed as are necessary to prevent him from injuring himself or others, or causing inconvenience.

(2) A person confined during the pleasure of Government under section 471 of the Criminal Procedure Code when not actually insane, is subject to the same discipline's a prisoner sentenced to rigorous imprisonment, except that he cannot be put to labour.

(3) A person confined under observation if sane, is liable to prison discipline.

762. **Welfare and Rehabilitative Programs for Adult Prisoners** (1) The sentenced and un-sentenced prisoners shall be rehabilitated in a constructive and creative pursuits as to instill in them a sense of confidence and to develop in social responsibility, habits, and attitudes necessary for adjusting in the community in order to prevent future crime and to provide social and moral improvement.

(2) The Directorate shall identify relevant government departments, non-governmental and civil society organizations who may assist in providing programs and opportunities for technical training, rehabilitation, and welfare.

(3) All efforts shall be made to continue the provision of such programs and activities upon prisoners' release, as well. Sentenced prisoners must participate in educational and vocational programs and unsentenced prisoners shall be offered the opportunity to do so.

(4) The Service shall be responsible for drawing up weekly schedules that ensure unsentenced and sentenced prisoners have access to all provided programs and classes on different days to avoid any communication between these classes of prisoners for their own safety and the security of the prisons.

763. **Education for Prisoners.** The prisoner shal be provided education as to change prisoners outlook, habits and perspective which reduces the tendency towards crime in the following manner:-

(1) Education up to primary standard shall be imparted to all illiterate prisoners daily for at least two hours by qualified

teachers identified by the Directorate, and all other relevant government departments, civil society or non-governmental organizations. These teachers may be assisted in this work by educated prisoners.

(2) Adult literacy centers shall be established inside Prison at designated area to be identified by officer In charge of the Prison in which all such classes shall take place.

(3) Basic religious education shall be compulsory encouraged to all prisoners as per their religions.

(4) Facilities shall be provided to prisoners who are desirous for higher studies. The Directorate shall ensure that provisions are made for those who have the requisite capacity and desire to appear at examinations conducted by the Education Department or by a University or by any other recognized institution.

(5) For illiterate offenders, special educational classes shall be organized and provided.

(6) Every prison shal have a wel-stocked library. Arrangements shall be made by the Directorate for civil society organizations and individuals to donate books to all libraries across prisons. Prisoners shall be permitted to borrow books from the library. Subject to Prison discipline. Prisoners shall be permitted to read available daily newspapers. Prisoners may also be permitted to obtain, at their own expense, newspapers and magazines on the approved list.

(7) Prisoners may also be allowec to obtain their own books approved by The Officer In-charge up to a reasonable limit in addition to those available in the prison library. They may be allowed to read at their own expense magazines and newspapers on the approvec list.

764. **Vocational Programs for Prisoners.** (1) Vocational training and work programs should be treated as essential features of the correctional programs. The objective of such programs as designed by the Directorate in consultation with relevant experts in the field of Education shall be imparted discipline and work culture among prisoners; promote physical and mental well-being; build technical and other skills necessary to obtain employment upon release; and training and preparing prisoners for achieving lasting social readjustment and rehabilitation

(2) The Directorate shall in consultation with relevant Government department offer instruction in specific trades (for instance, carpentry, masonry, electrics, welding, vehicle mechanics, tailoring, and so on) in Vocational Training Centers established in Prisons. The prisoners shall be matched with specific trades based on their specific interests and abilities, and on the correctional plan tailored to their needs, which is made after their admission to prison.

(3) Vocational and trade programs shall be of varying durations (to be determined with the relevant industry experts) in order to accommodate unsentenced Prisoners, and prisoners with sentences of varying lengths, and the Directorate shall place prisoners in programs accordingly.

(4) To the full extent possible, vocational and training programmes shall be of the kinds that are recognized by industry bodies and employers with accredited qualifications.

(5) Computer labs shall be set up within all such vocational training programs certified by the relevant technical boards.

765. **Welfare and Rehabilitative Programs for Juvenile Prisoners.** All juveniles shall receive careful individual attention. The features of their treatment will be -

(i) sustained work;
(ii) physical, mental and moral training with a view to teach self-discipline; and
(iii) careful arrangement for their future after discharge. The aim of prison treatment shall be to give the juvenile prisoners whose mind and character are still pliable, such training as is likely to create in them a high standard of social behavior. The Directorate will identify all relevant government departments, non-governmental and civil society organizations who can assist in providing programs for the moral and social improvement of prisoners.

766. **Juveniles to be employed in association during the day.** In all cases, Juvenile prisoners shall be employed in association during the day.

767. **Education for Juvenile Prisoners** (1) Every juvenile prisoner shall be able to enroll in primary or secondary school or college.

(2) The Education Department shall be responsible for establishing such schools and the Directorate shall ensure that the Education Department makes necessary provisions and ensures implementation in this regard.

(3) The Directorate in collaboration relevant government departments and non-governmental and civil society organizations shall ensure the hiring of competent teachers for all classes, and shall provide expert trainers to all such teachers on the specific needs of and challenges faced by, juvenile incercerated populations.

(4) The standard of general education shall be up to the Matric as laid down for school by the Education Department. It shall be in the power of The Director to raise the standard and to increase the subjects taught, in the case of promising boys.

(5) Every Muslim shall be taught Namaz with meaning and Quran Sharif.

(6) Prisoners of other religions shall be allowed and encouraged to study sacred texts of their religions.

(7) The provisions shall be for those who have the requisite capacity and desire to appear at examinations conducted by the Education Department or by a University or by any other recognized institution.

(8) For illiterate offenders, special educational classes shall be organized and provided for basic literacy.

(9) A well-stocked library shall be provided in all Juvenile prisons subject to technical and security feasibility to allow for access to an outside library through official internet.

768. **Physical drill, gymnastics and games for Juvenile Prisoners.** Physical drill, gymnastics, indoor and outdoor games and training in scouting shall be provided for all inmates. Instructions in first aid and sanitation shall be regularly imparted. A spacious playground shall be provided to Juvenile Prisoners.

769. **Vocational Programs for Juvenile Prisoner.** The Directorate shall design vocational and technical skills programs to particularly address the needs of juvenile prisoners and cater to their rehabilitation, welfare, and future employment prospects.

770. **Assistance to juvenile prisoners after release.** When a juvenile prisoner is due for release and requires assistance to settle in life, The Officer in-charge shall at least one month before the date of release send intimation to the Directorate for necessary after care arrangements by Directorate.

771. **Prisoners Privileges.** Subject to security and discipline of Prison, the prisoner shall be entitled of following privileges during confinement:-

(1) Using the Library
(2) Receiving Visits;
(3) Audio Calls;
(4) Video Calls;
(5) Receiving Letters;
(6) Sending Letters;
(7) Conjugal Visit;
(8) Musical Programs;
(9) Indoor Games;
(10) Outdoor Games;
(11) Walk;
(12) Personal Grooming Items

(13) Own Furniture
(14) Electric Cattle
(15) Microwave Oven
(15) Musical Instrument
(17) LED / LCD Television or electronic entertainment or learnig device;
(18) Watching movies in Prison cinema in association;
(19) Involvement in social Activity;
(20) Food from Private Sources;
(21) Cook food at their own inside prison;
(22) Long term or short term authorized absence other than authorized absence on his own medical grounds or to attend funeral ceremony;
(23) Any other privileges as may be prescribed under Regulations.

CHAPTER- XXXIII
REMISSION

772. **Definitions.** For the purpose of this Chapter, the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say –

(1)"lifer" means a prisoner sentenced to imprisonment; the term of such sentence is twenty five years as rigorous imprisonment ; and

(2)"sentence" means a sentence as finally fixed on appeal, revision or otherwise and includes an aggregate of more sentences than one, arid an order of committal to prison in default of furn shing security to keep the peace or be of good behavior.

773. **Remissions.** The purpose of a remission system in correctional services is to provide incentives to assist the reformation and rehabilitation of prisoners. The scheme is intended to ensure prison discipline and good conduct on the part of the prisoners, and to encourage them to learning and better work culture, with the prospect of their early release from prison as an incentive. Remission system is an arrangement by which a prisoner sentenced to imprisonment, whether by one sentence or by consecutive sentences, for a period of four months or more may by good conduct and industry become eligible for release when a portion of his sentence ordinarily not exceeding one-third of the whole sentence has yet to run.

774. **Nature of remissions.** Remission under these rules may be ordinary or special.

775. **Cases in which no ordinary remission is earned. Non Eligibility.** Ordinary remission shall not be earned in respect of -

(i) any sentence of rigorous imprisonment amounting to less than four months;

(ii) any sentence of simple imprisonment except for any continuous period not being less than one month during which the prisoner labours voluntarily, and

(iii) any sentence of rigorous imprisonment in default of payment of fine; provided that if this sentence is in addition to a substantive sentence of four months or more, ordinary remission shall also be earned in respect of such sentence.

Explanation-1. If a prisoner's sentence or total of sentences is reduced on appeal to less than four months, he shall cease to be eligible for ordinary remission under these rules and any remission that he may have earned prior to the reduction of sentence or sentences shall be cancelled.

Explanation-2. When a sentence of less than four months has, by subsequent conviction or convictions or otherwise, been raised to a sentence of four months or more, the prisoner shall be credited with ordinary remission from the first day of the calendar month following the month in which he was admitted to a prison on his first or original conviction.

Ordinary remission not earnable for certain offences committed after admission to prison.

776. **Ordinary remission not earnable for certain breach of discipline or offences committed after admission to prison.** If a prisoner is convicted for breach of discipline or offence committed after admission into prison or for an assault committed after admission to prison, on any officer, the remission of whatever kind earned by him excluding remission awarded by Government under section 401 of Criminal Procedure Code, awarded for blood donation and for passing examinations, up to the date of the said conviction may in part or whole be cancelled with sanction of the Inspector-General.

777. **Re-admission to the remission system.** The Officer In-charge may, with the previous sanction of the Inspector-General, readmit to the remission system any prisoner who has been removed therefrom as punishment for prisor offences. Any such prisoner shall earn remission under these rules from the commencement of the month following such reacmission.

778. **Scale of ordinary remission.** (1) Ordinary remission to be awarded to a prisoner, other than a prisoner employed on prison service, shall be according to the following scale :-

(i) four days per month for thorough good conduct and scrupulous attention to all prison regulations ; and

(ii) four days per month for industry and the due performance of the prescribed daily task.

(2) Ordinary remission to be awarded to prisoner employed on prison service, as specified in the table below, shall be according to the scale specified against each category of such service.

TABLE

Sr.No.	**Prisoners classification as per labour allotment**	**Extent of award of ordinary remission per month**
1.	Cook	8 days
2.	Teacher or Instructor or Trainer	10 days.
3.	Sweeper	8 days
4.	Office Helper, Gardener, Electrician, Plumber, Carpenter, Mason, Barber, Hospital Attendant, Cleaner and prisoners who work on Sundays and holiday	7 days
5.	Any other task prescribed under Regulations	As prescribed under Regulations

779. **Scale of award of remission when a prisoner is unable to labour through causes beyond his control.** (1) A sentenced prisoner who is unable to labour through causes beyond his control, such as his being in Court, in transit from one prison to another or in hospital shall be granted remission under forgoing rule on the scale earned by him during the previous month, if his conduct prior to and during the period in question has been such as to deserve such grant.

(2) A sentenced prisoner, whose absence from work is due to his own misconduct in prison, shall not be allowed remission for labour under forgoing rule for the period of absence, when the Medical Officer reports that the prisoner's absence from labour is due to causes within his control and is caused by action of the prisoner himself with a view to avoid work or to get admission into or to remain in hospital.

(3) A prisoner under sentence of death whose death sentence is subsequently commuted to imprisonment for life or rigorous imprisonment for any period on appeal or otherwise, shall be entitled to award of ordinary remission under sub-rule (1) of rule 778 from the date of award of such death sentence.

780. **Application of remission system.** (1) Remission shall be calculated from the first day of the calendar month next following the date of the prisoner's sentence.

(2) A prisoner who after having been released on bail or because his sentence has been temporarily suspended is afterwards re-committed to prison shall be brought under the remission system on the first day of the calendar month next following his re-admission, and shall on his

return to prison, be credited with any remission which he may have earned prior to his release on bail or the suspension of his sentence.

(3) Remission awarded to prisoners specified in sub-rule (1) or forgoing rule shall be calculated from the first day of the next calendar month following the appointment or employment as such.

781. **Remission to be awarded quarterly.** Ordinary remission, other than annual and triennial remission shall be awarded quarterly, and as nearly as possible, on 1st January, 1st April, 1st July and 1st October, and shall be recorded on the history ticket of the prisoner concerned. Prisoners shall be informed of the remission they have earned and they are expected to remember it.

782. **Procedure for awarding remission.** (1) An officer awarding ordinary remission shall, before making the award, consult the prisoner's history ticket in which every punishment awarded must be carefully recorded.

(2) If a prisoner has not been punished during the quarter, otherwise than by a formal warning, he shall be awarded full ordinary remission for that quarter under these rules.

(3) If a prisoner has been punished during the quarter otherwise than by a formal warning, two days remission shall be deducted from the month in which he has been punished and the balances of remission to which he is entitled shall be awarded; provided that not more than two days shall be deducted for one month even if the number of punishment is more than one in that month.

Explanation.--The deduction of two days remission under this sub-rule shall be in addition to any forfeiture of remission which may have been ordered for any breach of discipline or offence committed by the prisoner.

(4) All remission recorded on the prisoner's history ticket shall be entered every quarter on the remission sheet and signed by the Officer In-charge.

783. **No remission for the month of release.** A prisoner shall not receive ordinary remission for the month in which he is released; provided that if in calculating the date of his release it is found that the grant of the full amount of remission for any month would bring the prisoner's date of release within the same month, remission just sufficient to admit of his being released on the 1st day of the following month shall be given.

784. **Annual and Triannual good conduct remission.** (1) Any prisoner eligible for ordinary remission under these rules who for a period of one year commencing from the first day of the month following the date of his sentence or recommittal to prison or the date on which he was last punished for a prison breach of discipline or offence, has not committed any prison breach of discipline or offence whatever, shall be awarded fifteen days ordinary remission in addition to any other remission earned under these rules.

Examples.- A prisoner sentenced to two years rigorous imprisonment on 14th July, 2019 shall be eligible for annual good conduct remission of fifteen days on 1st August 2020; provided he is not punished for any prison breach of discipline or offence during this period.

(2) A prisoner who completes three years of his sentence without having committed a prison breach of discipline or offence during the whole of his period of incarceration whatsoever shall, in addition to the annual remission of fifteen days under sub-rule (1), be granted, at the end of the third year of his sentence, a further remission of thirty days for good conduct; provided that the total remission earned shall not in any case exceed the maximum remission permissible under these rules.

(3) Prison breach of discipline or offence punished only with a warning shall not be taken into account for the award of remission under this rule.

785. **Remission to prisoners who donate blood.** (1) A sentenced prisoner subject to his medical fitness shall be allowed to donate blood and for such donation, he shall be awarded thirty days extra remission.

(2) The number of times a prisoner shall be allowed to donate blood and earn remission therefor shall be in accordance with the table below :-

TABLE

Period of Imprisonment	Nature of Imprisonment	Interval Permissible between each donation	Extent of donation
1 month up to 6 month	Simple or rigorous or in lieu of fine.	-----	Once only
Exceeding 6 months up to 5 years.	Simple or Rigorous or in lieu of fine.	Four months	Four times
Exceeding 5 years and above	Rigorous	Four months	Six times

The remission granted under this rule is not liable to forfeiture, like ordinary remission and shall be exclusive of the limit of one-third remission prescribed under rule 791.

786. **Remission to a prisoner who undergoes surgical sterilization.** A prisoner who voluntarily undergoes surgical sterilization shall be awarded thirty days special remission. He shall also be allowed to receive a monetary award (if any) from the Population Welfare Department.

787. **Education Remission.** A sentenced prisoner who has not already passed an examination specified in the table below may appear in any one of the said examinations in an academic year and shall on passing such examination be entitled to earn remission according to the scale given below provided that he is certified by the Officer In-charge to be of good character.

TABLE

S.No.	Name of Examination
1.	Any examination held by a University, Any Board of Intermediate or Secondary Education or Technical Education, Director of Education or a district Education Officer or training imparted by any registered NGO.
2.	Language examination in English, Arabic, Urdu, Sindhi, Punjabi, Balochi, Pushto or any other language.
3.	Primary classes' examination conducted by the District Education Officer.
4.	Examination of reading the Holy Quran held for prisoners who learn during confinement.
5.	Examination of reading the Geeta in the case of the Hindu Prisoners and the Bible in the case of the Christian Prisoners who learn their respective religious books during confinement.
6.	Examination of understanding the meaning of the Holy Quran or acquiring proficiency in understanding Fundamentals of Islam.
7.	Examination of having learnt the Holy Quran by heart (Hafiz-e-Quran) held for sentenced prisoners who learnt Quran by heart during confinement.

(a) In the case of an examination mentioned at Sr. No. (1) of the table the scale of remission shall be as follows:-

(i) For prisoners undergoing substantive sentence up to two years, for -

(a) Securing passing marks: 3 months
(b) Securing 60% or above: 4 months

(ii) For prisoners undergoing substantive sentence exceeding 2 years but not exceeding six years, for -

(a) Securing passing marks: 2 months
(b) Securing 60% or above: 3 months

(iii) For prisoners undergoing substantive sentence exceeding 6 years but not exceeding 10 years, for -

(a) Securing passing marks: 4 months
(b) Securing 60% or above: 6 months

(iv) For prisoners undergoing substantive sentence exceeding 10 years, for -

(a) Securing passing marks : 6 months
(b) Securing 60% or above: 10 months

(b) In the case of an examination mentioned at Sr. No. (2) Of the Table the sentenced prisoner shall not be entitled to earn more than two remissions in all.

(c) In the case of examination mentioned at Sr. No. (3) of the Table, a sentenced prisoner who appears in and passes the said examination after six (6) months of his admission into Prison shall be awarded two months remission.

(d) In the case of the examination mentioned at Sr. No. (4) (5) of the table remission shall be 3 months.

(e) In the case of an examination at Sr. No. (6) of the Table, the courses of Taleem-ul-Quran shall be divided into the following four units with the scale of remission mentioned against each:-

S.No.	Course	Remission
1	First Unit /First Course I Elementary Course What is Islam?	15 days
2	First Unit / Second Course. What is Islam?	15 days
3	Second Unit / Third Course. What is Islam?	30 days
4	Third Unit / Fourth Course. Islamic System of Justice.	60 days
5	Fourth Unit / Fifth Course. Holy Prophets of the Quran.	60 days

(f) In the case of the examination mentioned at Sr.No. (7) of the table remission shall be awarded according to the following scale:

1	For sentenced prisoners undergoing sentence up to 3 years	6 months
2	For sentenced prisoners undergoing sentence exceeding 3 years but not exceeding 6 years.	9 months
3	For sentenced prisoners undergoing sentence exceeding 6 years but not exceeding 10 years.	12 months
4	For sentenced prisoners undergoing sentence exceeding 10 years.	3 years

(g) For the purpose of examination at Sr. Nos. (4), (5) (6) and (7) of the table, the examination shall and conducted by a committee comprising the following:-

(i) Officer In charge of the Prison or Dy. Superintendent
(ii) District Khatib, Auqaf Department, Government of Sindh or his nominee.
(iii) Principal of the local college or a Lecture nominated by him.
(iv) A representative of the Administrative Department.

(h) In case an un-sentenced prisoner passes an examination, mentioned in the Table he shall be entitled to remission at the same scale as admissible to a sentenced prisoner, if his trial results in conviction.

(i) Remission under this rule shall be granted by the Inspector General and the recommendation for such remission shall be accompanied by the necessary provisional certificate, degree, diploma or a certificate issued by the committee.

(j) Remission under this rule shall be exclusive of the limit of one-third remission prescribed in rule 791.

(k) For the purpose of examination of reading Holy Quran meanings of Holy Quran, or acquiring proficiency in understanding fundamentals of Islam, or having learnt to recite Holy Quran by heart (becoming Hafizul Quran) the committee shall consist of -

(a) Officer In charge of the Prison;
(b) Khatib of a Jaimia Masjid to be appointed by the Deputy Commissioner concerned;
(c) District Education Officer or his representative.

(l) For the purpose of conducting examination of reading Geeta the committee shall consist of –

(a) Officer In charge;
(b) District Education Officer of the District where the prison is located;
(c) Representative of Hindu Panchayat of District (to be nominated by the Deputy Commissioner of the District where prison is located).

(m) For the purpose of conducting examination of reading the Bible, the committee shall consist of –

(a) Officer In charge;
(b) District Education officer of the District where the prison is located;

(c) Representative of Church (to be nominated by the Deputy Commissioner of the District where prison is located).

788. **Extent of special remission.** (1) Special remission may be awarded by the following authorities up to the extent mentioned against each :-

	Authority rewarding remission	**Extent of Award**
1	Officer In-charge of Prison	Not exceeding sixty days in one year
2	Inspector-General	Not exceeding ninety days in one year.
3	Chief Minister	Not exceeding one hundred twenty days in one year.
4	Prime Minister	Not exceeding one hundred twenty days in one year.

Explanation.- For the purpose of this rule, year shall be reckoned from the date of sentence.

(2) An award of special remission shall be entered in the history ticket and remission sheet of the prisoner concerned as soon possible after it is made and the reasons for every award of special remission by The Officer In-charge shall be briefly recorded thereon.

789. **Special remission.** Special remission may be given to any prisoner, whether entitled to ordinary remission or not, for special services such as -

(i) marked diligence in teaching other prisoners to read and write;

(ii) special proficiency in learning to read and write or passing an examination;

(iii) marked success in teaching handicraft;

(iv) special excellence in work or greatly increased outcome of work of good quality;

(v) protecting or saving life of any officer or a prisoner or a visitor;

(vi) special assistance to an officer of the prison in case of an out-break of fire or similar emergency;

(vii) special economy in the use of clothes ;

(viii) assisting in detecting or preventing breaches of prison discipline;

(ix) regular prayers and observance of fasts during Ramadan;

(x) preventing or assisting in prevention of escape of prisoners, apprehending prisoners attempting to escape, or giving material information about any plan or attempt by a prisoner, or a group of prisoners, to escape;

(xi) assisting any officer in handling emergencies like fire, outbreak of riots and strike;

(xii) reporting of, or assisting in, prevention of serious breach of prison;

(xiii) outstanding contribution in cultural activities or education; and

(xiv) engagement in legal empowerment or para legal program provided by Government or civil society organizations.

790. **Remission under the directions of Government.** No person who is convicted for espionage or anti-state activities shall be entitled to ordinary or special remission unless otherwise directed by Government.

791. **Extent of total remission.** (1) The total remission both ordinary and special awarded to a prisoner under these rules other than remission for donating blood awarded under rule 785, and surgical sterilization under rule 786 and for passing an examination under rule 787, shall not exceed one-third of his sentence; provided that Government may grant remission beyond the one-third limit.

(2) Remission, both ordinary and special, earned by a life shall be so much that a sentence of imprisonment for life is not shortened to a period of imprisonment less than fifteen years.

792. **Remission under section 401 of Criminal Procedure Code.** Special remission is awarded by Government on occasions of public rejoicing. It is granted unconditionally under section 401 (1) of the Criminal Procedure Code 1895, or under Article 45 of the Constitution of the Islamic Republic of Pakistan and is not governed by these rules.

793. **Remission in calculating date of release.** Account of remission shall be kept in days and in calculating the date of release of a prisoner the number of days of remission earned shall be converted into months and days, at the rate of thirty days to a month.

794. **Release of prisoners on earning remission.** When a prisoner has earned such remission as entities him to release, the Officer In-charge shall cause to release him unconditionally.

795. **Remission to be endorsed on warrant on release.** When a sentenced prisoner is released under rule 787 the total amount of remission earned by him shall be endorsed on his warrant and in the admission register of sentenced prisoners in the column of disposal and the endorsement shall be signed by the Deputy Superintendent.

796. **Remission to be entered on history ticket and remission sheet of prisoner on transfer.** (1) When a prisoner is transferred to another prison, the total amount of remission earned by him up to the end of previous month shall be endorsed on his remission sheet and entered in his history ticket, the entries being signed by the Deputy Superintendent, and the remission sheet together with the other documents shall be sent with the prisoner to the prison to which he is transferred by the officer in charge.

(2) The total amount of remission earned by a prisoner at the time of his transfer shall also be recorded in the admission register against the endorsement of transfer.

(3) The receiving prison shall be responsible that the information and documents referred to in sub-rule (1) are duly obtained.

(4) Each prison at which a prisoner serves a portion of his sentence shall be held responsible for the correct calculation and record of remission earned by him in that prison.

797. **Remission sheet.** Remission sheet shall be attached to the warrant of every sentenced prisoner with a sentence of four month or more soon after his admission into the prison. Columns pertaining to particulars shall be filled in at the same time and entry of check date of release shall be signed by the Assistant Superintendent and the Deputy Superintendent. Remission sheet shall be retained in the warrants office of the prison for a period of one year after the release of a prisoner.

CHAPTER-XXXIV
PRISON INDUSTRIES

798. **Labour for sentenced prisoners.** The Officer In-charge shall provide suitable work for every class of prisoners sentenced to rigorous imprisonment and such other prisoners confined in the prison who volunteer to be put to work). Such work may be industrial or non-industrial. While establishing an industry in any prison the following two main objectives shall be kept in view:-

(a)Imparting vocational training to the prisoners to enable them to earn respectable livelihood after their release;

(b)The said industry is locally available in the hinterland.

799. **Days on which prisoners are exempt from labour.** (1) No prisoner shall be required to perform any work on Sunday, public holidays except such as may be necessary for the management and domestic economy of the prison, or to meet any emergency.

(2) The Inspector-General may, with the previous sanction of Administrative Department, by a general or special order, exempt any prisoner or class of prisoners or all prisoners generally, from work on any particular day or day other than those specified in the above sub-rule. This concession may be extended to non-Muslim prisoners on the occasion of their important festival.

800. **Time limit for prison labour.** No prisoner shall be kept to work for more than nine hours on any day, except in an emergency and with the written sanction of the Officer In-charge.

801. **Classification of labour. Allotment of labour.** (1) The various forms of prison work shall be classified as hard, medium and light.

(2) The Deputy Superintendent shall employ every sentenced prisoner in accordance with the class of work determined for him by the Medical Officer upon admission or subsequently under the authority of the officer in charge. The work allotted on admission and subsequent changes of work shall be recorded on the history, ticket under the initials of the Deputy Superintendent who shall personally see the prisoner when allotting or changing any such work.

(3) No prisoner shall be employed on any kind or class of work which the Medical Officer considers unsuitable or for which that officer consider him unfit, or shall be subjected to any work, unless the Medical Officer certifies his fitness for the same.

802. **Time to be given to acquire skill.** Every sentenced prisoner when first being put on any kind of work, with which he is not acquainted, shall be allowed a reasonable time (to be fixed by The Officer In-charge but not exceeding six months), in which to acquire the necessary skill to enable him to perform the full task. Mental and physical capabilities shall be taken into consideration. If he knows a trade carried on in prison, he shall be put on that trade at once to utilize any skill he may possess.

803. **Frequent change of work to be avoided.** Frequent change of work, except on medical grounds, shall be avoidec, but the same form of hard work shall not be exacted indefinitely without variation; and sedentary work shall occasionally be changed for work involving more general movement. Every Officer in charge, Deputy Superintenoent and Assistant Superintendent shall make himself acquainted with the tasks fixed for the various industries carried on in the prison. Specially seven forms of work shall not be exacted continuously from any prisoner for more than two months at a time. Lighter work shall be given for the like period before the prisoner is again put on the same work or an equally severe labour.

804. **Tasks for prisoners.** (1) The tasks prescribed for adult male sentenced prisoners shall not be less than the work performed by a free work.

(2) The task imposed on women or juvenile prisoners shall not exceed two-thirds of the tasks fixed for hard or medium labour for adult male sentenced prisoners.

805. **Recess for prisoners on work.** Al sentenced prisoners shall have one hour recess daily from 11 A. M. to 12 Noon throughout the year for mid-day meals and rest. Reasonable time and facility for offering prayers shall be allowed to prisoners working at any place of work.

806. **Hours of commencing and stopping work.** Prisoner shall commence work as soon as ablutions, morning prayers, issue of breakfast and distribution into parties are completed, that is, usually about an hour after unlocking; and in the afternoon work shall be stopped half an hour before prison lock up.

807. **Description of work, tasks to be fixed.** The Inspector General may, with the sanction of the Administrative Department, from time to time. prescribe whether generally in respect of all prisons or specially in respect of any particular prison or class of prisons, the description of work to be carried on, and the work or tasks to be fixed, in respect of each class of labour

808. **Forms of work and classification of work tasks.** Under the authority of the preceding rule, the various forms of work to be carried on and the tasks in each case in so far as they admit of being fixed, to be exacted from prisoners sentenced to work to be described in regulations.

809. **Fixing task for unspecified work.** The Officer In-charge shall fix the task of any work not specified in the preceding rule or not carried on as a regular industry, or when the form of labour is specified but a definite task is not fixed. The task so prescribed shall not be less than the work performed by a free labourer.

810. **Training in skilled work.** (1) The Deputy Superintendent shall keep suitable prisoners under training in al forms of skilled labour in order to replace artisan prisoners on release. The proportion of such prisoners shall not be less than twenty per cent in each industry.

(2) Such prisoners shall be trained as or well-conducted and are eligible for transfer to smaller prisons on the termination of the period of training.

(3) When an artisan prisoner is transferred, the Deputy Superintendent of the transferring prison shall certify on the history ticket of the prisoner that he is conversant with the work for which he is being transferred.

811. **Checking of work** The Deputy Superintendent or the Assistant Superintendent incharge prison industry shall, every afternoon, check the quality of work and see that all prisoners perform their allotted tasks, nothing the work done on the task sheets. The action taken on short or bad work shall also be noted on the task sheets.

812. **Checking of tools.** (1) The Assistant Superintendent incharge of the prison industry shall maintain a tool list in every workshop. He shall cause to be checked all the tools every evening and cause them to be collected and stored in place of security after entering in the tool list the number of tools so stored.

(2) The Assistant Superintendent Incharge prsion factory, his subordinate Junior Prison Officer and the technical instructor incharge of workshop and factories shall be responsible for the tools and other property kept therein.

813. **Means and appliance for labour to be provided.** (1) Every prisoner sentenced to rigorous imprisonment shall ordinarily be employed on same suitable kind of hard labour for which he is fit Prisoners shall not be put on medium labour or light labour, so long as they are fit to perform either hard, of medium labour.

(2). In all tasked labour due allowance shall be made for beginners. Prisoners shall be gradually worked up to full task which should usually be possible within a month or so but such period, in no case, shall exceed six months. The Deputy Superintendent, while allotting labour to a prisoner shall keep in view the health of the prisoner, his aptitude and the requirements of the industries carried on in the prison.

814. **Extra mural labour.** No prisoner or a party of prisoners shall be employed extra **murally** beyond the limits of the prison precinct without the sanction of the Inspector-General.

815. **Specification of labour outside the prison.** (1) Prisoners in outside labour on prison premises shall be employed solely for prison purposes and on the following kinds of labour:-

(a) Brick and tile-making ;
(b) work in prison gardens and farms;
(c) repairs of the quarters of the prison officers, of roads and other works; and cleaning of prison premises:
(d) construction of new buildings on prison precincts.

(2) Subject of such general or special directions as the Inspector-General may from time to time give in that behalf prisoners may be employed without the prison premises, on public works which are at any time carried out under the supervision and control of any Government Department or of a local authority on daily wages as may be specified by the Inspector-General.

(3) Prison labour may be hired out to private individuals and institutions on such terms and conditions as may be specified by the Inspector-General in that behalf from time to time.

816. **Sanction of Senior Prison Officers outside employment.** No prisoner shall at any time be employed on any labour outside the prison walls or be permitted to pass out of the prison for the purpose of being so employed, unless and until any Senior Prison Officer so authorized s sanctioned his being so employed and recorded on the prisoner's history ticket that such sanction has been given.

817. **Restriction of the employment of prisoners outside the prison walls.** (1) No prisoner shall at any time be employed on any labour without the walls of the prison -

(a) without the sanction of the Sanctioning Authority so authorized, until he has undergone not less than one sixth of the substantive term of imprisonment to which he has been sanctioned;

(b) without the sanction of the sanctioning authority so authorized, if the un-expired term of substantive imprisonment together with imprisonment (if any) in lieu of fine, to which he has been sentenced, exceeds two years;

(c) if any other charge or charges are pending against him:

Provided that clauses (a) and (b) shall not be deemed to apply to any camp prison established for the purposes of carrying out any public work.

(2) Prisoners who are of good character and who are not residents of foreign territory shall be employed outside the prison. When there are more prisoners eligible than are actually required, those with the shortest unexpired sentenced shall be chosen. Care shall be exercised not to pass out any prisoner who had escaped or had attempted to escape or possesses any inclination to escape.

818. **Certificate of eligibility for outside labour.** Before any prisoner is employed on outside work, the Deputy Superintendent shall certify on his ticket, after examining the warrant of conviction, that he is eligible for outside labour under the rules contained in this chapter.

819. **Sanction for employment on outside labour.** The prisoner shall then be brought up before the Officer in-charge who shall, after satisfying himself that the prisoners is eligible for such employment and that there is nothing in his previous conduct to indicate that it would be inadvisable to trust him outside.

820. **Employment of prisoners in the garden.** Only casual prisoners with the shortest unexpired sentenced shall be employed in the prison garden. They shall be specially passed for such work by the Officer In-charge. Habitual prisoners shall not be put on garden work except when sufficient number of casual prisoners is not available. In prisons reserved for habitual prisoners, habitual with not more than two previous convictions may be employed.

821. **Employment of prisoners in the garden attached to the residences of prison officers.** A party of five prisoners may be employed in the garden attached to the residences of the Inspector-General, Deputy Inspector-General and Officer In charge of all Prisons. The Inspector-General may employ eight prisoners at his residence.

822. **Selection and limitation of prison servants.** Sweepers shall be chosen from the general scavenger class. Prisoners of other similar castes may be employed as sweepers, if they volunteer to do such work. Barber shall ordinarily belong to the casual class. Hospital attendants shall be selected from those passed for light work are who have completed at least half their sentences. If there is a large number of serious cases in hospital, the proportion of one attendant to ten patients may be temporarily exceeded.

823. **Water carrier and cleaning party for staff quarters.** Small detachments of the cleaning and water carrier parties may, under proper supervision, be permitted to clean and supply water twice a day to the quarters occupied by the prison staff.

824. **No prisoner to be employed on private work or service.** No prisoner shall at any time be employed by any officer of the prison, or other person, on any private work or service of any kind whatsoever, except on a work carried on in the prison factories and an order for which has been booked in the regular way with the knowledge and permission of the Officer In-charge and subject to the payment of the normal charges for such work.

Explanation.- For the purpose of this rule, private work does not include the supplying of water to, the cleaning of the quarters occupied by the prison staff or employment in Junior Prison Officers messes, under the orders of the Officer In-charge.

825. **Employment of prisoners as clerks.** The employment of prisoners as clerk or on writing work in prison offices or at the gate shall not be allowed.

826. **No prisoner to be allowed to visit the bazar.** No prisoner shall at any time, upon any pretext, or for any purpose whatsoever, whether accompanied by Junior Prison officer or police escort be permitted to proceed to or visit any bazar, market or any unauthorized place.

827. **Employment on dangerous work.** The Officer In-charge shall not employ prisoners on work which is likely of endanger life or limb unless they are willing to undertake the work.

828. **How prison labour may be employed.** Prison labour shall ordinarily be employed to supply -

Firstly the requirements of the prison and the Service.
Secondly the requirements of other Government Department and
Thirdly other demands which the Inspector General or Boards may from time to time approve.

829. **Prison labour may be employed for work of Works & Service Department and works of national importance.** Prison labour may be utilized -

(a) for the preparation of building material for the Works and Service Department or for private sale, within the prison premises.
(b) for the construction of works under the Works and Service Department in or near the prison; and
(c) with the previous sanction of Prisons Policy Board, on large works of national importance at a distance from any permanent prison.

830. **Prison labour for construction of buildings.**-Prison labour shall be utilized to the fullest extent inthe construction and repair of all prison buildings and in the preparation of materials for the same.

831. **Centralization of industries.** Large industries shall be centralized in selected prisons and endeavor shall be made to mechanize these as far as possible.

832. **Manufacture of articles for sale.** When the requirements of the prison and other departments have been met to the fullest extent, prison labour may be employed in the manufacture of articles for sale to public.

833. **Price of prison made articles.** In calculating the price of prison-made article, the following shall be taken into account:-

(a) The cost of raw materials;
(b) One-third of the cost of raw materials towards wages of labour and profit and remuneration for staff.
(c) In case where the price worked out according to the above sub-rule is such below the current market rates, the ratio of one-third may be increased to adjust the price.

834. **Restrictions on private orders Sales Depots.** No order from private persons for prison made articles shall be booked until half the estimated value is deposited by the purchaser as an advance. The balance of the price shall be paid on the delivery of the goods. Credit shall not be allowed to private purchasers. Surplus articles manufactured by prisons shall be dispatched to the Sales Depots organized by the Department at various places where these will be disposed of by sale to public. The price of these articles shall be re-fixed by a committee, the constitution of which will be determined by the Inspector-General from time to time.

835. **Price list.** A price list of the articles manufactured in every prison shall be prepared and maintained in the office. It shall be revised whenever necessary.

836. **Disposal of proceeds of employment of prisoners.** (1) No officer shall at any time retain in his possession, or dispose of without proper authority -

(a) any article supplied for use in any industry in a prison, or manufactured by any prisoner;

(b) any sum of money realised from or received on account of the sale of any such articles or of the earning of any prisoner and the entire amount of money realised or received shall as soon as may be, paid to the credit of the Government in the nearest public treasury.

(2) No expenditure is to be met from, or payment made out of, any sum of money realized by the sale of articles or received on account of earnings of the prisoners. All sums of money so realized or received are to be credited, as soon as possible, in the treasury, expenditure being met from sums supplied under proper authority, by the treasury for the purpose.

(3) All prison earnings shall pass into treasury and accounts, so that every item of receipt and disbursement shall appear in those accounts and be subjected to proper scrutiny and control.

837. **Adjustment of accounts with other Department.** Payments for all articles received from, or supplies to any Government Department, irrespective of the amount, shall either be in cash or adjusted by book transfer.

838. **How money is to be paid into treasury.** All cash shall be paid into the treasury under appropriate heading and accompanied in each case by the form prescribed for the purpose properly filled in.

839. **Yearly audit of factory accounts.** The factory accounts of prisons will be systematically audited once a year by a staff of auditors, under the orders of the Audit office.

840. **Management of prison factories.** The management of the prison factories shall be governed by the following rules:-

(i) Manufacture of any articles shall not be taken in hand in factory unless an order has been previously registered for it. This equally applies to goods required for stock or made from materials produced in prison, e.g., wood obtained from trees in prison garden.

(ii) When the Officer In-charge has a large order for an article, he shall register the order in such quantities as to ensure that the work is executed within a reasonable time which shall not ordinarily exceed three months. Orders for goods meant only for stock shall not be booked in large numbers at a time.

(iii) Purchase of all raw materials shall be controlled by the Inspector-General, subject to any order issued by the Administrative Department from time to time.

(iv) Suppliers shall be required to, present, alongwith the materials supplied an invoice in duplicate in the prescribed form giving the number and weight of the materials and the rates. The original invoice bearing the supplier's signature shall be retained in the prison office and the duplicate shall be returned to the supplier after being signed by way of receipt by the officer concerned.

(v) The full market value of the materials received from other departments shall be recorded in the factory register.

(vi) Except with the special permission of the Inspector-General, work on the wages system shall not be permitted in the prisons. When any work on this system is accepted i.e., when materials are supplied by other departments, or private firms and the prison charges for the cost of labour only, the quantity of the materials received shall be entered, in the appropriate register on separate pages, the column of price being left blank. In the books of the factories also full details as to the disposal of materials shall be shown on a separate page marked "Work on wages".

(vii) Materials shall be indented for by the officer incharge of the factory from the store-keeper to meet immediate requirements only and in no case for more than two weeks' consumption. The accumulation of materials in factories is prohibited.

(viii) The loss actually incurred in the process of manufacture shall be charged for in the factory registers and shall in no case exceed the authorized.

(ix) The Deputy Superintendent or Assistant Superintendent shall be incharge of the factories.

(x) The raw materials for manufacture shall be under the charge of the Deputy Superintendent or Assistant Superintendent, who shall issue each morning what is required for the day's work and receive back in the afternoon the material which has not been utilized. He shall, also as far as possible, satisfy himself that there is no waste of material, but this shall not relieve the paid instructors of the responsibility for the safe custody and proper disposal of the manufactory stores.

(xi) The paid instructors employed in the factory shall also be responsible for any shortages found in the tools and raw materials in the process of manufacture under their charge."

841. **Public Private Partnership.** The Service shall make necessary arrangements for running the industries through Public Private Partnership.

CHAPTER – XXXV
THE PRISON GARDEN AND CATTLE

842. **Maintenance of gardens.** The Deputy Superintendent shall be responsible that the garden attached to the prison grows at all seasons a sufficient quantity of good and wholesome vegetables and condiments and that the whole of the prison land outside the prison walls available for cultivation is cultivated to the best advantage. A garden of sufficient size to supply all the vegetables and condiments required shall be laid out and another plot set apart as time orchard. All spare land shall be utilized for raising crops suitable for food and fodder for the prison cattle.

843. **No Junior Prison officer permitted to enter into garden.** No Junior Prison officer shall be permitted to go into the garden unless on duty.

844. **Prison garden to be kept clean.** Al available land shall be laid out in fields of uniform size which shall be serially numbered. Cemented irrigation channels shall be provided to carry water to all fields. The prison garden shall be kept neat and clean and tree from weeds and undergrowth. The nursery shall be located on the best land which is not likely to remain damp or water-logged. It shall be within a reasonable distance from the source of water and shall be hedged off from the rest of the cultivation.

845. **Trees and plants.** (1) Mango, jaman, tamarind and lemon orderly other fruit trees shall be freely grown along roads, the boundaries of prison land and other available places where they are not likely to interfere with the crops. The trees provide shade when planted within the prison enclosures, but shall not be allowed to grow within 6 M--10 Cm., the enclosure walls nor planted so thickly or so near buildings as to interfere with free ventilation.

(2) Fruits collected from these trees shall be issued for consumption by patients in hospital and other prisoners or sale.

(3) Old trees which are no longer bearing fruit and are fit for fuel only, shall be cut down and replaced by young plants. The wood obtained shall be taken on stock and utilized for prison purposes.

846. **Manuring.** Each and every part of the prison garden shall in turn be allowec to lie fallow for trenching purposes, a modcrate sized plot being sufficient at a time. Removal of manure from trenches for use as to dressing in other fields shall not be permitted. All organic refuse such as dry leaves, unused portion of vegetables, fodder, prison sweepings, cattle urine and dung shall be collected and consigned to the manure pit for turning into compost measure. When the pit is full, it shall be covered with a few C. M. of day earth. In this way a sufficiency of manure will always be available for top dressing.

847. **Seeds and vegetables.** (1) The Deputy Superintendent and the Assistant Superintendent incharge of the garden are responsible for producing seeds of good quality, summer vegetables in sufficient quantities for growing vegetables during the next year for the prison and for supply to smaller prisons. A supply of winter vegetable seeds may be purchased locally each year by the prisons according to their requirements.

(2) During winter when vegetables are plentiful and the supply greater than the consumption, well-matured and selected vegetables shall be sliced, thoroughly dried in the sun stored in containers in a dry place for use during the hot weather and rains, to supplement the supply from the prison garden mature vegetables and those that are fibrous, overgrown or running to seed, shall not be stored.

848. **Storage of seeds.** The Deputy Superintendent and the Assistant Superintendent Incharge shall see that seeds are gathered for future use from fully developed, disease free and properly matured plants of good quality vegetables. Before storing them in air tight tin cases or bottles, they shall be dried in the shade for a few days and also in the sun for a day or so in the mornings hours. Drying in the sun outfight definitely reduces the germinating qualities of the seeds. As a precaution against ravages of insects and weevils, a few napthaline balls may be put in the

containers. Seeds must not be placed in a place where they may be constantly exposed to a humid and stuffy atmosphere

849. **Reaping and storage.** The Deputy Superintendent and the Assistant Superintendent incharge are responsible that crops grown on prison land are harvested at proper times; that no unnecessary delay occurs between reaping and storage; that proper precautions are taken against unauthorized removal, pilfering, percolation or loss by vermin; that the bye-products are properly disposed of for Government purposes only and that all such articles are duly accounted for in the prison accounts. The produce of the prison land shall, as far as possible, be utilized either as food for prisoners or fodder for the prison cattle or sale purpose. An annual statement showing the value of vegetables and other products of the prison land utilized to supplement articles purchased for the Procurement store shall be submitted to the Inspector-General.

850. **Condiment's and sags.** Turmeric (haldi), mint (podina), chillies, fenugreek (methi), coriander (chahia) and other condiments shall be grown in the prison garden for the use of prisoners. Two or more large fields shall always be under sags, (leaf vegetables) which have great antiscorbutic value. Sags of various types such as karam, chula, palk, kulfa, lalsag and china sarson should be grown extensively in, proper seasons and shall be systematically harvested so as to encourage growth. In this way sags can be kept growing for a long time.

851. **Vegetables for storage.** Potatoes, yarns, pumpkins, onions and other vegetables which are capable of being stored shall be cultivated extensively and stored for use during the time when fresh vegetables are scarce. Sufficient onions shall be grown by each prison so as to meet its requirements for the year.

852. **Nursery.** Nursery beds for vegetables shall preferably be of the raised type. The soil in nursery beds shall consist of roughly, one part of good garden soil, one part of leave mould put through a sieve, one part of well-rotted cattle manure also put through a sieve and one part of good river sand.

853. **Care in the gardening.** Successful gardening requires frequent and through surface till arge and careful attention to weeding and irrigation is essential. Excessive watering of young plants should be avoided.

854. **Percentage of prisoners employed in the garden.** The number of prisoners employed in the garden for the production of vegetables, condiments and anti-scorbutics shall not ordinarily exceed three per cent of the population of the prison. In smaller district prisons the proportion may, however, be increased to five per cent. An experienced gardener shall, when a gardener is not specially sanctioned, be entertained as a Junior Prison Officer.

855. **Register of vegetable.** Vegetables supplied daily from the garden shall be weighed. The kind of vegetable issued and its weight shall be recorded in garden produce register. The quantities issued of staff, shall also be entered therein. The register shall be maintained by the Assistant Superintendent incharge of the garden.

856. **Supply of vegetables to prison officers.** (1) Prison officers are permitted to receive vegetables from the prison garden at such rates of payment as may be fixed by the Inspector General.

(2) Any garden produce, fruits and grass, etc., in excess the prison requirements, may be sold, the sale proceeds paid into the treasury and the sum deducted from the cost of prison maintenance in the annual accounts.

857. **Permission to keep milch animal.** (1) The Officer In-charge and Deputy Superintendent are permitted to keep milch animals with their calves. Assistant Superintendents may be permitted by the Officer In-charges to keep one milch animal provided proper animal sheds are available in their quarters or near quarters and proper care is exercised by them in keeping the sanitation and cleanliness of the premises upto the standard. No other subordinate shall be permitted to keep private cattle on the prison premises. Private cattle shall on no account be kept with the prison cattle nor shall any of the food belonging to the prison be allowed for them.

(2) Officers permitted to keep milch animals may be permitted to obtain green fodder, if available from the prison garden.

858. **Account of trees.** (1) The Deputy Superintencent shall maintain an account of trees growing on the prison grounds with a diameter of 30 Cm. or over in the garden register showing their serial numbers, description, age, etc. The serial number shall be painted on the barks of the tree after slightly smoothing the surface. Fruit trees such as lime, etc., shall not be numbered, but the total number of plants of each variety shall be noted in the register.

(2) The Officer In-charge shall verify the trees in the register every year in the month of September. He shall record the result of such verification with full details of trees cut down and the new ones taken on the register during the year.

(3) No tree on prison land shall be cut down or otherwise removec without an order in writing of the Officer In-charge. The wood obtainec shall be taken on stock and utilized for prison purposes only.

859. **Branding of animals.** All animals belonging to the prison shall be branded on the left side with the mark P (Prison). Iron brands for this purpose may be obtained locally.

860. **Shoeing of bullocks.** Shoeing of bullocks shall be carried out regularly to ensure their efficiency and full working capacity. A competent farrier may be entertained for the purpose.

861. **Ration of cattle.** (1) The following scale of ration is fixed for prison cattle and it may be changed or modified by the Inspector General on the advice of the Director of Animal Husbandry:-

S#	Description of Cattle	Bhusa		Grame		Oil		Cake		Salt		Green Grass weeds
		KG	Grs	KG	Grs	KG	Grs	KG	Grs	KG	Grs	
1	Working Bullock or the Buffalo	6	331	1	866	0	933	0	29	1	865	
2	Stud Bull for dairy	9	331	2	333	1	166	0	29	1	865	
3	Dry Buffalo	9	331	0	467	0	467	0	29	1	865	
4	Dry Cow	7	465	0	467	0	467	0	29	1	865	
5	Buffalo in milk	9	331	2	799	0	933	0	29	1	865	
6	Cow in milk	7	465	1	866	0	933	0	29	1	865	
7	Calves not exceeding six months ago	--	--	--	--	--	--	--	--	1	865	
8	Calves above six month but not exceeding one 0year age	3	732	0	467	--	--	--	--	1	865	
9	Calves above one year but not exceeding two year age	5	599	0	467	0	467	--	--	1	865	
10	Calves above two years	6	532	0	467	0	467	0	29	1	865	

(2)(a) Green fodder when available shall replace bhusa at the rate of three to one, but not more than 5/4th of bhusa shall be so replaced.

(b) It would be desirable, if a larger variety of foodstuff could be obtained.

(c) During summer months barley and during winter months cotton seed may be issued to cattle in milk; but within the cost of scale of gram and oil cake allowed above.

(d) Cheapness and palatability are the chief considerations when compounding a mixed ration.

(e) Green grass and weeds shall be available in the garden in any quantity.

(f) Bran collected in the grain godown shall be issued to cattle daily and the quantity of gram shall be reduced by half the quantity of bran fed.

(g) 1 Kgr.—866 Grs of grain and 933 Grs. of oil-cake should be issued to a working bullock from the 1st April to 31st October and 2 Kgr.—333 Grs. of gram and 467 Grs. of oil cake for the remaining period of the year.

(h) Green fodder, grass and bran are not to be purchased from the market.

862. **The Dairy.** As a measure of economy and prevention of disease, every prison shall, when possible, have a dairy. To secure the successful and profitable working of the dairy, expert advice from the department of Animal Husbandry shall always be obtained. The milk or other produce of prison dairy shall be consumed for commercial purpose in the manner as may be determined by Prisons Policy board.

CHAPTER-XXXVI
LEGAL AID SERVICES

863. **Legal Assistance/Services.**– (1) The Administrative Department may constitute one or more Committees as to the procedure provided in section 55.

(2) The Committee shall consist of the following:-

(a) retired Government Officer of Public Administration not below the BPS-20 or retired judge of High Court of Sindh or Supreme Court of Pakistan **(Chairman)**; and

(b) not less than six members which shall be from the departments and civil Society to be nominated by the Administrative Department from time to time.

864. **Tenure of the Committee.** The term of non-official members of the Committee shall be two years and may be renewed for another term of two years.

865. **Mandate of the Committee.** The Committee shall -

(a) promote access to justice and rights as guaranteed by the Constitution of the Islamic Republic of Pakistan;

(b) identify and assess diverse legal needs of prisoners including but not limited to juveniles, transgenders, adult male and female prisoners;

(c) establish and administer a cost-effective and efficient system for providing legal aid and assistance services through hiring of lawyers and support staff and establishment of a secretariat in Karachi with satellite offices in districts;

(d) provide legal awareness and legal empowerment services and programmes;

(e) advise and assist the Directorate, the Prison Management Board, the Prison Policy Board and the Reclamation and Probations Department on all aspects of legal aid, legal representation, and empowerment services, including any features of the criminal justice system that affects or may affect the demand for or quality of legal aid services;

(f) review laws, rules, regulations and policies related to prisoners and prisons;

(g) work for the welfare of juvenile, adult women and their children, and adult male prisoners.

(h) to aware the general public as well as prisoners through arranging seminars, workshops, pasting of pumphetts, signings board/posters or any other signage material or print and electronic media;

(i) to perform such other activities as may be assigned by the Administrative Department.

866. **Meetings of the Committee.** (1) The Committee shall meet at least twice a year and shall form quorum fifty percent of total membership.

(2) The decisions of the Committee shall be taken by majority of votes and in case of equality of votes, the Presiding Member shall have a casting vote.

867. **Budgetary Allocation.** (1) Government shall provide annual budget to the Committee which shall be expended for the purpose it has been constituted.

(2) The accounts of the Committee shall be audited annually and report of the Audit shall be submitted to the Chief Minister through the Administrative Department.

CHAPTER - XXXVII
CORRESPONSDENCE OR VISITS

868. **Facilities to prisoners.** (1) Every prisoner shall be allowed reasonable facilities for seeing or communicating with his relatives, friends and legal adviser with a view to the preparation of an appeal, revision or to the procuring of bail. He shall also be allowed to receive visits or write letters to his relatives or friends including receiving or making audio or video calls if the Officer In-charge considers it necessary to enable him to arrange for the management of his property, business or other family affairs.

(2) Audio or video calls referred in sub-rule (1) shall be regulated in the manner as may be prescribed under regulations.

869. **Facilities to prisoners imprisoned in default of payment of fine or furnishing security.** Every prisoner committed to prison in default of payment of fine or for failure to furnish security under Chapter VIII of the Code of Criminal Procedure, shall be allowed to communicate, by letters and to have visits at any reasonable time with his relatives and friends for the purpose of arranging for the payment of the fine or the furnishing of security.

870. **Letters on transfer from one prison to another.** Every prisoner shall, on transfer from one prison to another, be allowed to write special letters to his friends or relatives intimating the change of address. If the prisoner is for any reason unable to inform his friends or relatives before his transfer from a prison, he shall be permitted to do so after his arrival in the other prison.

871. **Application for admission to superior class.** A prisoner may write an application addressed to the Officer Incharge for admission for better class. Such applications shall, as far as possible contain all the necessary particulars regarding his social status, education as may be specified in section 51 of the Act and these rules.

872. **Representation to Government or Government officers.** Prisoners may be permitted to address communication to Government, the Inspector-General or any other Government officers in their Official capacity with a view to the redress of a grievance. Such communications shall be to the point and not contain any offensive or irrelevant matter. Communications from one prisoner on behalf of another or joint memorials or petitions are not permitted. Anonymous or pseudonymous applications shall not be entertained.

873. **Interviews and letters for condemned prisoners.** Every prisoner under sentence of death shall be allowed to interview and communicate with his relatives, friends and legal adviser as the Officer In-charge may think reasonable.

874. **Ordinary letters and Interviews.** In addition to the privileges referred to in the preceding rules, every prisoner shall be allowed to receive visit with his friends or relatives once a week. Each prisoner shall be allowed one Service postcard a month, but there will be no restriction on the number of letters which he may receive. He may also be allowed four letters per month at his own expense. These privileges shall be subject to good conduct and may be withdrawn or postponed by the Officer In-charge if the prisoner has been found guilty of a serious breach of discipline.

875. **Conjugal Visit.** (1) Sentenced prisoners whose term of imprisonment exceeds five (5) years shall be allowed to keep their spouse with them inside the Prison premises in place specially meant for the purpose for two nights in every three months.

Provided that -

(i) every sentenced prisoner shall submit photocopy of his Nikahanama to officer in charge at the time or before his conviction through trial court;

(ii) such male prisoner who has more than one wife shall be allowed alternate night for each wife at a time;

(iii) children below age of six year shall be allowed to accompany their mother.

(2) The sentenced prisoners who are convicted on the charges of terrorism or anti-state activities shall not be allowed to avail the facilities permissible under this sub rule except with the prior consent of Government.

(3) The Officer Incharge shall maintain all relevant record i.e date of visit and other particular of the spouse of the sentenced prisoner concerned under the supervision of Deputy Superintendent and monthly statement of such prisoners who have availed such privileges shall be sent to Inspector General.

876. **Extra Visits and letters.** (1) The Officer In-charge may, at his discretion grant permission to receive visits liberally or allow the dispatch of letters at shorter intervals than provided in the preceding rule, or in spite of the prisoner's misconduct, if he considers that special or urgent grounds exist for such concession, as for example, in the event of the prisoner being seriously ill or on the occurrence, of the death of near relative, or if the friends or relatives have come from a distance to see the prisoner and it would inflict an undue hardship on them to refuse a visit, or if the prisoner is nearing release and wishes to secure employment, or for other sufficient reasons. Matters of importance such as the death of a relative, may, also be communicated at any time by the friends of a prisoner to The Officer In-charge who shall, if he thinks it expedient, inform the prisoner of the substance of the communication.

(2) In the case of a prisoner suffering from dangerous illness and the case of extreme urgency the friends or relatives shall be called by letters or any advanced means.

877. **Censorship of letters.** No letter shall be delivered to or sent by a prisoner until it has been examined by the Officer In-charge or an officer authorized by the Officer In-charge in this behalf, but no necessary delay shall be allowed to occur in its delivery or dispatch. If a letter is written in a language unknown to the examining officer, he shall take steps to get it translated before forwarding it. No letter written in cipher shall be allowed to be sent or received. The Officer In-charge may withhold any letter which seems to him to be in any way improper objectionable, or may delete any passages which appear improper or objectionable. The subject-matter of letters shall be restricted to private and domestic affairs only. Suspicious looking letters may be exposed to heat or treated in any other suitable manner as a safeguard against unauthorized messages written in invisible ink being smuggled in or out of prison.

878. **Retention of letters by prisoners.** A prisoner may unless the Officer In-charge otherwise directs retain any letters which may have been delivered to him or may request to these be kept for him in the prison.

879. **No visit or communication to take place without permission of the Officer In-charge.** No prisoner shall be allowed to receive a visitor to write letter except with the permission of the Officer In-charge which shall be recorded in writing.

880. **Provision of writing materials.** Writing materials, including service post-cards shall be supplied to any prisoner permitted to write a letter and all letters shall be written at such time and place as the Officer In-charge may appoint. Service postage stamps at Government expense shall be provided for prisoner's letters.

881. **Letters and visits, etc., to be recorded on history tickets.** (1) Visits and letters allowed to a prisoner shall be entered on his history ticket and initialled by the Officer In-charge or by an officer deputed by him.

(2) Every visit shall also be recorded in the visit register and entries shall be initialled by the Deputy Superintendent and Assistant Superintendent visit.

(3) All petitions, vakalatnemes and notices sent or received by prisoners shall be entered on the history tickets. All registered letters and parcels received by prisoners shall be similarly recorded.

882. **Petitions for Visits.** Request for visits with prisoners may be oral or in writing at the discretion of the Officer In-charge. A prison officer, to be deputed by the Officer In-charge, shall record the names of the visitors and prisoners in the visitors register. If the prisoner is not entitled to a visit, the applicant shall be informed at once by the Assistant Superintendent visit or other officer detailed for the purpose

Explanation.- While recording visitor number of the identity card of the visitror shall also be entered in the visitor register. No visitor shall be allowed to have visit without showing his the identity card.

883. **Time and days of visit.** The Officer In-charge shall fix the days and hours at which all visits shall be allowed and no visit shall be permitted on any other day, or at any other time except with the special permission of the Officer In-charge. A notice specifying the days and hours for interviews shall be posted outside the prison. Ordinarily visits shall be taken place on working days. No visits shall be allowed on Sunday and gazetted holidays except with the special permission of The Officer In-charge.

Explanation-I. If the number of visits is large at any prison, request for visits shall be recorded twice daily i.e., in the morning and at afternoon.

Explanation 2. Presents of cooked food, sweets and fruits from relatives and friends of prisoners may be permitted to prisoners on Eid-ul-Fitr and Eid-ul-Azha and with the permission of the Officer In-charge on the occasion of the marriage of a son, daughter, brother or sister of the prisoner.

884. **Place of visits.** Every visit shall take place in a special part of the prison set apart for the purpose, if possible near the main gate subject to the following conditions:-

(I) If a prisoner is seriously ill, the Officer In-charge may permit the visits to take place in the prison hospital;
(II) A condemned prisoner shall ordinarily be allowed visit to his cell; and
(III) The Officer In-charge may, for special reasons to be recorded in writing, permit a visit to take place in any part of the prison.

885. **Number of persons at a visit.** Not more than six adults shall be allowed to visit a prisoner, at one time. At the last visits of a condemned prisoner, not more than fifty adults in five batches of ten each, shall be allowed to visit the condemned prisoner. The Officer In-charge may exceed this limit of the occasion warrants it and is not likely to interfere with arrangements for execution the following day.

886. **Persons granted a visits may be searched.** Every person desiring to have a visit with a prisoner shall, give his name, CNIC and address and submit to be searched. The search shall not be made in the presence of any prisoner or any other person except the officers of the prison, and in case of a Women visitor, the search shall be conducted by a Women Junior Prison Officer. If the visitor-refuses to be searched or to give his name and address or CNIC, he shall not be permitted to enter the prison or to have visit any prisoner and the fact shall be recorded by the Deputy Superintendent in his report book.

887. **Supervision of visits.** Every visit with prisoner shall take place in the presence of officer detailed for the purpose who shall be responsible

that no irregularity occurs, and shall so place him as to be able to see and hear what passes and to prevent any prohibited article being passed between the parties. The conversation shall be limited to private and domestic affairs only.

888. **Termination of visits.** Visits may be terminated at any moment if the officer supervising the interview considers that sufficient cause exists. In every such case the reason for terminating the visits shall be reported at once for the orders of the senior officer present at the prison.

889. **Duration of visits.** The time allowed for visits shall not ordinarily exceed thirty minutes, but may be extended by the Officer In-charge at his direction.

890. **Search of prisoner before and after visits.** Every prisoner shall be carefully searched before and after a visit by an officer specially deputed for this purpose. The search shall not be conducted in the presence or within sight of visitors.

891. **The Officer in-charge may refuse any visits.** The Officer In-charge may refuse a visit to a prisoner ordinarily entitled under these rules if in his opinion it is against the public interest to allow any particular person to visit the prisoner or for some other sufficient cause. In every such case he shall record in his order book the reason for such refusal. The Officer In-charge may, in his discretion disallow ex-prisoners from visiting prisoners, unless they are related to them.

892. **Abuse of privilege.** Any prisoner who abuses any privilege relating to visit or letters or communications with persons outside the prison shall be liable to be excluded from such privileges for such time and may be subjected to such further restrictions as the Officer In-charge may direct.

893. **Deposit of articles or cash at visits.** (1) Should the friends or relatives visiting a prisoner wish to make over any articles or cash for the use of the prisoner either in prison or on release, they shall deposit these at the main gate with the permission of the Officer In-charge.

(2) Any article or cash deposited under this rule shall be entered in the relevant registers and the prisoner informed.

(3) The prisoner shall be permitted, while in prison, to use only such articles as he is allowed to have under the rules. The introduction of any article or cash into the prison, except in accordance with this rule or with the written sanction of the Officer In-charge is prohibited and declared to be a breach of discipline or offence.

894. **Fixation of quota of articles to be received by the prisoners at the time of visits.** Prisoners may be allowed to receive such other articles for their consumption at the time of visit as may be prescribed under regulations from time to time.

895. **Visits of under-trial prisoners with legal practitioners.** Every visits between an under-trial prisoner and his legal practitioner shall take place within sight, but out of hearing, of a prison officer.

896. **Application from legal practitioner for under-trial prisoners.** When any person desires to receive visits with an un-sentenced prisoner in the capacity of his legal adviser he shall apply in writing, giving his name and address, CNIC, nature of case and stating the immediate object of his visit, and shall satisfy the Officer In-charge that he is a bona fide legal adviser of the prisoner with whom he seeks an interview and that he has legitimate business with him.

897. **Confidential letters of prisoners.** Any bona fide confidential written communication prepared by a prisoner as instructions to his legal practitioner, shall be forwarded to that legal adviser and the Officer In-charge shall not disclose the contents of the communication or any portion thereof to any other person.

898. **Visits for approvers.** The Deputy Superintendent shall personally conduct visit with approvers, after these are granted by the Officer Incharge of prosecution in the District and shall bring all these visits to notice of the Officer In-charge and also keep a record in his report book. Such visits shall be terminated at once if any attempt is made by the visitor to influence the prisoner to withdraw his confession or to alter his evidence.

899. **Admission of the police officers and the interrogation of prisoners by them.** (1) The Superintendent of Police or a Deputy Superintendent of Police may, for any purpose connected with the discharge of his cuties as such police officer, be permitted to enter the prison at any time.

(2) Police officers of subordinate rank who may be detailed for duty, shall be permitted to enter the prison:-

(a) for the purpose of recognizing old offenders, at the time of the Officer Incharge's weekly inspection; and
(b) for the purpose of conducting operations for the identification of prisoners during working hours on any week day.

(3) No police officer shall, at any time, upon any pretext whatsoever, be allowed to enter any women's ward or any cell or compartment in which any woman is confined without the permission in writing of the Officer in charge.

(4) No police officer shall be permitted to interrogate any prisoner, except in so far as may be necessary for the identification of such prisoner, without an order in writing from the **trial court** addressed to the Officer Incharge.

(5) Any visit, permitted under an order from the trial court shall take place in the presence of the Deputy Superintendent or other proper officer of the prison, but out of his hearing.

Explanation.— *For* the purposes of sub-rule (2), the Prison Officer shall give every assistance by parading separately, if required, any prisoners whom the Police may desire to inspect for the purposes of identification.

900. **Rank of officer deputed to interrogate a prisoner.** A Police Officer deputed to interrogate a prisoner under the provisions of sub-rules (4) and (5) of the preceding rule shall ordinarily not be below the rank of an Assistant Sub-Inspector.

901. **Police Officer to be in uniform.** No subordinate Police Officer shall be admitted to a prison unless he is in proper uniform.

902. **Officers of the Electric Supply Company, Communications and works may enter the prison during business hours.** The Superintending Engineer of the Circle, the Executive and Assistant Engineer of the District and their employees, shall, during business hours, have free access to the prison to such an extent, as may be necessary for the purposes connected with the discharge of the official duties of their Department, but not otherwise.

903. **Visits by authorized persons.** (1) A person may visit a prison, if he has obtained the written permission of the Inspector General, Deputy Inspector General or the Officer Incharge. Visits by such persons may be made on any day during business hours.

(2) Any such person shall not, in the absence of special orders to the contrary, be permitted to put any question to prisoners or to make any enquiries either from officials or from prisoners concerning the discipline and management of the prison.

904. **Record of the visits and conversation.** In certain circumstances, the Officer In charge may issue order regarding monitoring and recording visits and conversation.

905. **Official Visitors.** The following officers and others, whom the Government may from time to time so appoint, shall be ex-officio visitors of prisons situated within the areas under their charge, or within their jurisdictions:-

(a) Commissioner Division;
(b) District and Sessions Judge;
(c) Deputy Commissioner;
(d) Deputy Inspector General of Police;
(e) Superintendent of Police;
(f) District Health Officer;
(g) Executive Engineer Works & Services , Public Health Engineering,

(h) Superintending Engineer Works & Services , Public Health Engineering;
(i) Director of Reclamation and Probation;
(j) Director Agriculture;
(k) Head of Department of Social Work, Psychology, Criminology and Psychiatry of the University;
(l) Administrator, Auqaf Department;
(m) Director of Industries;
(n) Director Education Department;
(o) Director STEVTA / Technical Education.

906. **Visit by official visitors.** (1) Commissioners and District and Sessions Judges shall visit the prison at their headquarters at least once in three months and those in other district in their divisions when on tour.

(2) Deputy Commissioner shall visit the prisons situated in their jurisdictions at least once a month.

(3) In January each year, the Officer in charge shall submit a report to Administrative Department through the Inspector General, giving the number of visits made by the visitors during the previous years.

907. **Duties of official visitors.** (1) Any official visitor may examine any book, paper and record in the prison, and may visit any prisoner confined therein

(2) It shall be the duty of every official visitor to satisfy himself that the provisions of the Act and of all rules, regulations, orders and directions made or issued thereunder, are duly observed, and to bear and bring to notice any complaint or representation made by any prisoners.

908. **Visitors not permitted to hold meetings of prisoners.** (1) Visitors are not permitted without the express consent of the Officer In charge to visit more than one prisoner at a time. Anything in the nature of meeting or conference whether for the discussion of political topics for the ventilation of prison grievances is strictly prohibited.

(2) All private visits with prisoners shall normally be subject to a time limit of ten minutes. If a visitor wishes to exceed this limit, he should give his reasons for doing so in writing to the Superintendent.

909. **Time of visit.** No visits shall be made after the prisoners have been locked up for the night, or on any public holiday or Sunday.

910. **Punishing the prisoners for complaints made to visitors.** No prisoners shall be punished for any statement made by him to a visitor unless an enquiry made by Deputy Inspector General results in a finding that it is false.

911. **Respect for visitors.** (1) Due respect shall be paid to the official visitors and their requests for information shall be complied with readily.

(2) No visitor shall be allowed to go round the prison without the escort necessary for his personal safety, but on the demand of the visitor, the guard shall withdraw out of hearing to permit private communication between the visitor and the prisoner.

(3) Any visitor is at liberty to go round the prison unattended, except for the escort, if he so desires; provided that the visitor shall in no case visit a political prisoner except in the presence of the officer in charge or the Deputy Superintendent.

912. **Day of visit to be recorded. Copy of remarks to be sent to certain officers.** (1) Every visitor shall, after he has completed his visit to the prison, record in the visitor book, the date and hour of his visit and may enter therein any remarks or suggestions he may wish to make. There shall be only one visitor's book for visitors which shall on no account be removed from the prison premises.

(2) A copy of the remarks made by every visitor, together with the officer in charge comments or the action taken by the Officer In charge shall be forwarded to the Inspector General and in the case of remarks about the long detention of under trial prisoners, a copy of such remarks shall also be forwarded to the District and Sessions Judge. Remarks by the visitors shall be treated as confidential and shall not be communicated to the prisoners or to anyone outside the prison. Visitors shall not give publicity to any remarks recorded by them in the visitors' book by publication in the press or otherwise.

913. **Disposal of the record made by visitors.** (1) Any remarks made by a visitor under the preceding rule shall be limited to a statement and fair criticism of actual facts which may come to his knowledge and such suggestions, as he may desire to make. Criticism shall be constructive and confined to such aspects of to ordinary administration which may be considered susceptible of alteration or improvement and shall on no account directly reflect either favourably or adversely on the character or conduct of any of the prison staff. Should the visitor wish to bring to notice what he considers to be the good or bad work of any official, he should do so by letter addressed to the Inspector General.

(2) The Inspector General may pass orders on remarks made by a visitor and shall forward these to Administrative Secretary, if any question of importance is raised, which in his opinion, requires the order of Administrative Secretary.

(3) In the case of the remarks recorded in the visitor's book by Commissioners of Division, a copy of the record, with the comments of the officer in charge and the Inspector-General, shall invariably be forwarded to Administrative Secretary. A copy of any orders passed by the Inspector General or Administrative Secretary, or any remarks made by a visitor, shall be communicated to that visitor through the officer in charge.

CHAPTER XXXVIII
AUTHORIZED ABSENCE

914. **Authorized absence:** (1) There shall be two kinds of authorised absence (i) short term and (ii) long term.

(2) The following shall be the categories of short term authorized absence for sentenced and un-sentenced prisoners:-

(a) medical examination, assessment or treatment in Government or private hospital;
(b) taking educational examination or training ;
(c) participating in paid employment or community services;
(d) attending marriage or funeral services of family members or blood relative;
(e) to visit seriously ill blood relative and family members;
(f) any other purpose.

915. **Power to grant authorized absence for medical examination, assessment or treatment in Government or private hospital.** (1) The Officer Incharge shall have power to grant authorized absence on the recommendation of Medical Officer for the purpose mentioned at (a) of rule 914, and shall also have power to grant authorized absence for the purpose at clause (b) of rule 914.

(2) The Deputy Inspector General shall grant the authorized absence on the grounds mentioned at clause (c) of rule 914.

916. **Power to grant authorized absence to attend marriage.** (1) In case of marriage of daughter or son, the following authorities shall have the power to grant authorized absence:-

(a) Home Secretary upto twenty four hours excluding traveling time;
(b) Minister or Advisor for Prisons, as the case may be, up to Forty Eight hours excluding traveling time;
(c) Chief Secretary up to Seventy two hours excluding travelling time;
(d) Chief Minister more than seventy two hours excluding travelling time.

(2) In case of marriage of other blood relative i.e. brother, sister, nephew, niece, maternal or paternal uncle and aunt, first cousin:-

(a) Home Secretary upto twelve hours excluding traveling time;
(b) Minister or Advisor for Prisons , as the case may be, up to twenty four hours excluding traveling time;
(c) Chief Secretary up to forty eight hours excluding travelling time;
(d) Chief Minister more than Forty eight hours excluding traveling time.

917. **Power to grant authorized absence to attend funeral.** The following authorities shall have the power to grant authorized absence to attend funeral:-

(i) Deputy Inspector General within region up to six hours excluding traveling time.
(ii) Inspector General up to twelve hours excluding traveling time.
(iii) Secretary of Administrative Department up to twenty four hours excluding traveling time.
(iv) Minister or Advisor for Prisons up to Forty Eight hours excluding traveling time.
(v) Chief Secretary Seventy Two hours excluding travelling time.
(vi) Chief Minister more than seventy two hours.

918. **Visiting ill persons.** (1) A prisoner shall be allowed visiting hours to visit a person who is considered seriously ill or injured where the Medical Officer has so advised.

(2) The Officer Incharge shall furnish Prison Roll showing the details of the prisoner.

(3) The sanctioning authority shall review the application and allow authorized absence up to four hours exducing travel time. The power to allow the visiting hours under clause (e) of section 61 of the Act shall vest in the Administrative Secretary, Inspector General or Deputy Inspector General.

919. **Verification of information.** The sanctioning authority at which the prisoner makes an application to attend a funeral or visit a seriously ill person, shall have responsibility to verify the information given by the prisoner.

920. **Compassionate leave.** The compassionate leave shall be granted generally, where an application is found to be within the limitations prescribed and only immediate family relationships will be considered favorably. Exceptional relationships may also be considered favorably where it is a primary carrier relationship.

Explanation.- In this rule, "Immediate family" includes biological or legal relations such as mother, father, sister, brother, son, daughter, grandparent or current husband, wife or de-facto partner of the prisoner and shall also include nephew, niece, cousin, uncle or aunt, grandchild, great grandparent, in-law or other extended family.

921. **Other compassionate leave not covered under these rules.** (1) Other compassionate leave, which cannot be classified as a funeral, marriage or visit to a seriously ill person, can be considered in exceptional circumstances by the sanctioning authority.

(2) Applications will be considered where an event or situation is causing grave difficulty or extreme stress to the prisoner or to a person with a significant relationship to the prisoner.

(3) The power to allow the visiting hours for compassionate leave under sub-rules (1) and (2) shall vest in the Administrative Secretary, Inspector General or Deputy Inspector General.

922. **Long term authorized absence.** The following shall be the categories of long term authorized absence for prisoners:-

(a) participating in paid employment or community services;
(b) any prisoner who has fulfilled the maximum sentenced prescribed of the crimes for which he is accused;
(c) if the trial is not completed in one year from the date of arrest if the prisoner is not involved in heinous crime;
(d) if the prisoner is women not involved in heinous crime;
(e) where women is mother and where appropriate prison environment cannot be provided as per requirement;
(f) if the prisoner is minor or juvenile if he is not involved in heinous crime;
(g) in case of emergency, war, epidemics and pandemics.

923. **Procedure for long term authorized absence application.** (1) The Officer Incharge shall process the applications for long term authorized absence through Deputy Inspector General to the Prison Management Board.

(2) The Prison Management Board shall scrutinize the applications received for long term absence and furnish its recommendations to the Prison Policy Board. The Prison Policy Board may consider the recommendations of the Prison Management Board and decide the applications for long term authorized absence.

(3) **Power of Government to grant authorized absence in case of emergency of war, epidemics and pandemics.** Notwithstanding anything contained in these rules, Government, in case of emergency, war, epidemics, pandemics, on the recommendation of Inspector General may grant authorized absence upto six months for avoiding loss of life in the prisoners.

924. **Absence Permit.** (1) Subject to the Act and these rules or regulations, the authorities may give written permission to a prisoner to be absent from prison (an absence permit) -

(a) for a period specified in the absence permit;
(b) for a reason described in the absence permit; and
(c) subject to any conditions or restrictions set out in the absence permit.

(2) An absence permit may only be given -

(a) for any reason prescribed in the Act, or these rules ; or
(b) to deal with circumstances that are, in the Authority's opinion, exceptional.

(3) One absence permit may be given in relation to —

(a) more than one prisoner;
(b) more than one period of absence.

(4) When considering —

(a) whether to give an absence permit;
(b) the conditions or restrictions to which an absence permit is to be subject; and
(c) whether and what arrangements are to be made for the supervision of a prisoner to whom an absence permit is given, the authority concerned must take into account the safety and interests of the public as being the paramount consideration.

925. **Effect of permit.** An absence permit has effect despite the sentence, order or direction under which a prisoner was confined in prison.

926. **Revocation or cancellation of permit.** The Prison Officer may at any time revoke, suspend or vary an absence permit where a prisoner has failed to comply with a condition or restriction set out in the absence permit.

927. **Breach of condition of permit.** Where a Prison Officer or Police officer is of the opinion that a prisoner has failed to comply, or appears likely to fail to comply, with any condition or restriction set out in the absence permit or that unforeseen or special circumstances otherwise so require, such Officer may return the prisoner to prison.

928. **Consequence of escape or failure to comply with absence permit.** A prisoner to whom an absence permit has been given who —

(a) escapes or prepares or attempts to escape from the charge or supervision of an office or other person; or

(b) fails to return to prison on or before the expiry of a period of authorized absence; or

(c) fails to comply with a condition or restriction set out in the absence permit or order,

shall be dealt with under the Act and these rules.

929. **Factors for consideration of authorized absence:** The following shall be the factors to be considered for authorized absence to the prisoner:-

(a) It is ordinarily in the public interest that prisoner to be remained in Prison;
(b) Threat, if any, likely to be posed by the prisoner to public safety;
(c) Behaviour whilst in custody; and
(d) Physical condition of the prisoner;
(e) Mental condition of Prisoner;
(f) Any other relevant circumstances.

930. **Application Process.** A Prisoner or his relative or authorized agent shall make an application for long term or short term authorized absence. This does not preclude a prisoner making an application through a letter addressed to the Officer in Charge. The application shall contain full details including the purpose, circumstances, period of leave required and any other relevant information.

931. **Appeals and alternatives to attendance.** An appeal against the refusal of the authorized absence shall be made next to the authority which refused the authorized absence. The appeal against the order made by the Prison Policy Board shall lie to the Chief Minister and where the order has been passed by the Chief Minister, the appellant may file a review petition before the Chief Minister.

932. **Inter-province absence permits.** Inter-Provincial absence permits may only be approved by the Administrative Department.

933. **Absence Permit Record.** The record for the absence permit shall be maintained in a Register to be prescribed under the regulations.

934. **Security and Supervision.** Police shall provide the necessary security or escort wherever it is required.

CHAPTER-XXXIX
BREACH OF DISCIPLINE AND OFFENCES AND PUNISHMENTS

935. **Procedure to deal with breach of discipline and offence.** Every prisoner committing breach of discipline described under section 63 or offence described under the Act or any law for the time being in force shall be dealt in the manner hereinafter appearing.

936. **Prison offences.** In addition to acts declared to be prison breach of discipline under section 63 the following acts of omission and commission shall be forbidden and every prisoner who willfully commits any of the following acts of omission and commission shall be deemed to have willfully disobeyed the rules of the prison and to have committed a prison breach of discipline or offence:-

(1) quarrelling with any other prisoner;
(2) secreting any article whatever;
(3) showing disrespect to any prison officer or visitor;
(4) making groundless or anonymous or pseudonymous complaints;
(5) holding any communication (in writing, by word of mouth or otherwise, with an outsider, with a prisoner of the opposite sex, civil or under-trial prisoner or a prisoner of a different class, in disobedience of the regulations of the prison;
(6) abetting the commission of any breach of discipline or offence;
(7) doing any act or using any language calculated to wound or offend the feelings and prejudices of a fellow prisoner;
(8) doing any act calculated to create any unnecessary alarm in the minds of the prisoners or officers of the prison;
(9) leaving the party to which he is attached, or the part of the prison in which he is confined, without the permission of an officer of the prison;
(10) observe hunger strike, refusing to eat food, or the food prescribed by the prison diet scale:
(11) introducing into food or drink anything likely to render it unpalatable or unwholesome;
(12) omitting or refusing to wear the clothing given to him or exchanging any portion of it for the clothing of other prisoners, or losing discarding, damaging, or altering any part of it:
(13) omitting or refusing to keep clean his clothing, blankets, bedding, utensils or disobeying any order as to the arrangement and discipline of such articles;
(14) tampering in any way with prison locks/lamps or lights or other property with which he has no concern;
(15) stealing the prison clothing or any part of the prison kit of another prisoner;
(16) manufacturing any article without the knowledge or permission of an officer of the prison;
(17) performing any portion of the task allotted to another prisoner or obtaining the assistance; of another prisoner in the performance of his own task;
(18) causing or omitting to assist, in suppressing violence or insubordination of any kind;

(19) omitting or refusing to help any officer of :the prison in case of an attempted escape or of an attack; upon such officer or upon another prisoner; and

(20) disobeying any lawful order of an officer of the prison or omitting or refusing to perform duties in the manners prescribed.

937. **Reference to Magistrate.** When in the opinion of the Officer In-charge any of the following offences are established against a prisoner, he shall get a case registered against him at the local Police Station for judicial trial:-

(a) offence punishable under section 224 of the 'Pakistan Penal Code;

(b) offence punishable under sections 148, 304-A, 325 and 326 of the Pakistan Penal Code; and

(c) any offence triable exclusively by the Court of Sessions.

938. **Powers of Officer in charge.** It shall be in the discretion of the Officer In-charge to determine, with respect to any act which constitutes both a prison breach of discipline or offence of the Act *and* an offence under the Pakistan Penal Code or any other law, for the time being in force, other than an offence included in the preceding rule, whether, he will use his own powers of punishment or get a case registered against him at the local Police Station for judicial trial.

939. **Procedure in cases of breach of discipline and offence.** If any prisoner is guilty of any breach of discipline or offence against prison discipline which, by reason of his having frequently committed such breach of discipline or offence or otherwise, is in the opinion of the Officer In-charge not adequately punishable by the infliction of any punishment which he has power under the Act to award, the Officer In-charge may forward such prisoner to the Court of the Session Judge or of any Magistrate of the first class having jurisdiction, together with a statement of the circumstances, and such Magistrate shall thereupon inquire into ad try the charge so brought against the prisoner, and, upon conviction, ay sentence him to imprisonment as provided in the Act or Pakistan nal Code, such term to be in addition to any term for which such soner was undergoing imprisonment when he committed such offence, may sentence him for further as may be determined by the court:

Provided that the Court may transfer the case /or inquiry and tria any Magistrate of the first class:

Provided further that no person shall be punished twice for the ne breach of discipline or offence.

0. **Segregation of prisoners.** (1) When a prisoner commits an sault on, any officer, he shall, unless he has also received injuries which cessitate his being sent to the hospital, be confined in a cell,' until his se has been disposed of and shall in the meantime be kept under close pervision day and night.

(2) If the Prisoner is found involved in breah of discipline or fence, he shall be segregated from general population and kept in a parate confinement.

41. **Recorded report not to be withdrawn.** A report once made by y officer against a prisoner and recorded on his history ticket shall not e withdrawn except by the direction of the Officer In-charge after vestigation.

42. **Investigation of Reports.** All reports shall be investigated by eputy Superintendent as soon as possible. The prisoner shall be present uring the investigation and shall be allowed to cross-examine the officers aking the report and any other officer or witness who may be called. If prisoner asks that any witnesses be called, it is for the Deputy uperintendent to decide whether the calling of such witnesses is ecessary for the purposes of the investigation.

43. **Officer in charge discretion in awarding punishments.** (1) When the investigation has been completed by Deputy Superintendent, he Officer In-charge shall clearly pronounce to the Prisoner and his ward. The Officer In-charge while awarding punishments', to prisoners or breach of discipline or referring the matter for prosecution to the ourt, shall endeavour to apportion the penalty to the needs of the case.

(2) If a prisoner has committed any infringement of the prison rules hrough ignorance or excusable careiessness, The Officer In-charge may dmonish him without recording a charge. If such infringement amounts o a breach of discipline or offence, it shall be recorded on the prisoner's history ticket.

944. **Only Officer in charge authorized to award punishment.** No report against a prisoner shall be dealt with by any officer of the prison except the Officer In-charge, or, in his absence, the officer appointed to act for him. The Officer Incharge shall enter the award of any punishment on a prisoner's history ticket with his own hands.

945. **Entries in Punishment Register.** (1) The Officer In-charge shall have the necessary entries made in the punishment register on the same day a punishment is awarded to a prisoner.

(2) In case of every breach of discipline or offence, the names of the witnesses proving the breach of discipline or offence shall be recorded, the Officer In-charge shall record the substance of the evidence of the witnesses, the defence of the prisoner, and the findings with reasons. The names of two witnesses shall be recorded in every case where a major punishment under breach of discipline has been awarded.

(3) Against the entries relating to each punishment the Deputy Superintendent and the office in charge shall affix their initials as

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evidence of the correctness of the entries. Any punishment involving a forfeiture of remission shall also be entered in the remission sheet of a prisoner on the same day and corresponding deduction made from the amount of total earned remission.

946. **Authority for punishments.** (1) The Officer In-charge shall have the power toward any of the punishments as prescribed under these rules.

(2) No officer subordinate to the Officer In-charge shall have power to award any punishment whatever.

947. **Minor Punishment.** The following punishments shall be considered minor:-

(I) A formal warning which shall be personally addressed to he prisoner by The Officer In-charge and recorded in he punishment register and on the prisoner's history ticket.

(II) Change of labour for a stated period to some more irksor or severe form.

Explanation.- This punishment is not to be executed until th Medical Officer declares the prisoner to be fit to undergo the same an makes an entry to this effect on the prisoner's history ticket.

(1) Forfeiture of remission earned not exceeding ten days.
(2) Forfeiture of prison privilege for a period not exceeding thre months.
(3) Temporary reduction from a better class to common class.

948. **Major punishments.** The following punishments shall b considered as Major:-

(1) Hard labour for a period not exceeding seven days in case of convicted criminal prisoners not sentenced to rigorous imprisonment.
(2) Forfeiture of earned remission not exceeding twenty days.
(3) Forfeiture of earned remission in excess of twenty days.
(4) Forfeiture of prison privilege for a period exceeding three months.
(5) Exclusion from remission system for a period not exceeding three months.
(6) Exclusion from remission system for a period exceeding three months.
(7) Permanent reduction from better class to common class.

949. **Plurality of Punishment.** Prisoner shall not be punished or prosecuted for the same breach of discipline or offence more than once.

950. **Prohibition against un-authorized punishments.** Except by order of a Court, no punishment, other than the punishments specified in the Act and these rules shall be inflicted on any prisoner otherwise than in accordance with the provisions of these rules.

951. **Minor and Major Breach of discipline.** A breach of discipline shall be considered as minor, when it is dealt with by a minor punishment, and a major breach of discipline when dealt with by a major punishment.

CHAPTER-XL
REGISTERS AND RECORDS

952. **Records to be kept by the Officer In-charge.** The Officer In-charge shall keep, or causes to be kept following registers manually or electronically which shall be maintained in all prisons, namely:-

No. of Register	Description of register
1.	Admission register of unsentenced prisoners.
2.	Admission register of sentenced prisoners.
3.	Release diary of prisoners.
4.	Transfer register of prisoners.
5.	Authorized absence register
6.	Alphabetical register of sentenced/unsentenced prisoners.
7.	Property register of prisoners.
8.	Prisoners' private cash account register.
9.	Punishment register of prisoners.
10.	General abstract of prisoners.
11.	Barrack or party wise distribution of prisoners.
12.	Interview register.
13.	General lock-up register.
14.	Prison cash book.
15.	Register of other contingencies.
16.	Register of contingencies.
17.	Book of purchases.
18.	Register of letters received.
19.	Register of letters dispatched.
20.	Visitors autograph book.
21.	Visitors' remarks book.
22.	Gate book.
23.	Officer in charge order book.
24.	Deputy Superintendent, Asstt. Superintendent's report book.
25.	Duty Officer Report Book.
26.	Hearing Officer Register.
27.	Ammunition register.
28.	Inventory of miscellaneous articles.
29.	Garden register.
30.	Night duty report book.
31.	Wings uniform register.
32.	Wings service register
33.	Target practice register.
34.	Wings day duty book.
35.	Wings night duty book.
36.	Grain godown register.
37.	Daily diet requisition book.
38.	Clothing godown register.
39.	Factory cash book.
40.	Factory contingent register.
41.	Factory order book.
42.	Register of raw materials.
43.	Factory process registers
44.	Register of Manufactured articles.
45.	Daily sales register.
46.	Labour distribution register.
47.	Medical Officer's report book.
48.	Hospital admission registers.
49.	Medicines stock book.
50.	Register of daily diet of patients.
51.	Prison hospital out-doors register.
52.	Injury Register.
53.	Death Register.
54.	Escape register.
55.	Tree register.
56.	Livestock register.
57.	Any other register or forms as may be prescribed by regulations.

953. **Instructions for keeping registers:** The instructions for keeping the registers shall be provided in the manner as may be prescribed by regulations.

CHAPTER-XLI
MISCELLANEOUS PROVISIONS

954. **Removal of difficulties.** If any difficulty arises in giving effect to the provisions of these rules or interpretation of any of the provisions of these rules, the Administrative Department with the approval of Chief Minister may by notification in the official gazette, make such provisions as appear to be necessary or expedient for removing the difficulty; provided that no such notification shall be issued after the expiry of two years from the commencement of these rules.

(3) Notwithstanding anything contained in these rules, the Government may, in case of emergency, war, epidemics, pandemics, on the recommendation of Inspector General grant authorized absence upto six months for avoiding loss of life in the prisons.

55. **Power to amend Schedules.** The Schedules to these rules shall be amended or altered by the Inspector General with the approval of the Administrative Department.

956. **Repeal.** The Pakistan Prisons rules, 1978, in its application to the Province of Sindh, on commencement of these rules, shall stand repealed.

Dr. Muhammad Usman Chachar
Additional Chief Secretary
Home Department Sindh

SCHEDULE –I

(See rules 35(3), 36(2), 280, 284, 289, 295(2), 395)

Powers in respect with all Officers

Sl. No.	Powers under relevant Rules	Government	I.G Prisons	DIG Prison	AIG Prisons/Senior Superintendent / Superintendent (Officer in charge)	Remarks
1	TRANSFERS/POSTING	General Services Rules in respect with all Senior Prison Officers & Senior Employees	All Junior Prison Officers & Junior Employees	All Junior Prison Officers & Junior Employee within his region except a(ii) & b(ii), a(iv) to n(iv)	Transfer / Posting power of such Junior Prison officer & such junior employees as delegated by Inspector General to AIG	
2	LEAVE	-do-	Casual Leave to Senior Prison Officers & Senior Employees and all types of leave to Junior Prison Officers & Junior Employees	Casual Leave to Senior Prison Officers & Senior Employees and all types of leave to Junior Prison Officers & Junior Employees	All types of leave to Junior Prison Officers i.e. (PC/SPC/HC/ASI/SI) & casual leave to all employees under his control	
3	APPOINTING AUTHORITY	All Senior Prison Officer & Posts at a(ii), a(iii) to a(iii), a(iv) to n(iv)	Assistant Superintendent & all Junior Employees except a(iv) to n(iv)	Junior Prison Officer (Assistant Sub Inspector / Sub Inspector)	Junior Prison Officer (PC/SPC/HC)	
4	RETIREMENT FROM SERVICE	Appointing Authority	Appointing Authority	Appointing Authority	Appointing Authority	
5	PENSION & GRATUITY	-do-	-do-	-do-	-do-	
6	CONFIRMATION	-do-	-do-	-do-	-do-	
7	SENIORITY LIST	Every Senior Prison Officer & Senior Employees including post at a(ii), a(iv) to n(iv)	All Junior Prison Officers except a(ii), All Junior Employees except a(iv) to n(iv)			
8	PROMOTION	General Service Rules for all Senior Prison Officers & Senior Employees including posts at a(ii)	One or more three members Senior Prison Officers committee notified by Administrative Department shall recommend to appointing authority for further promotion of All Junior Prison Officers & all Junior Employees except Deputy Superintendent & posts at a(iv) to n(iv) For the purpose of selection of candidates for intial appointment, the Committee constituted for the purpose of Promotion shall exercise the powers in respect of initial appointments.			
9	EFFE[illegible] & DISCH[illegible]	Major punishment by respective appointing authority			Major Punishment to JPO (PC/SPC/HC), Minor Punishment to JPO (PC to DSP), Minor Punishments to JE	
10	APPELLATE AUTHORITY	Next Superior Authority				
11	(1) Cash awards to Prison Officers subject to condition that reward amount is not beyond one basis pay (2) Members of Public for rendering assistance in Service	Administrative Department Full Powers	Full Powers	Up to Rs.0.100 million in each case	Up to Rs.0.025 million in each case	

SCHEDULE III
(See rule 355)

Serial No.	1	2	3	4	4	5	6	7	8	9	10	11
Rank	IG Prisons	DIG	AIG Prisons/ Senior Superintendent	Superintendent	Superintendent with 2 years Service	Deputy Superintendent	Assistant Superintendent	Sub Inspector	Assistant Sub Inspector	Head Constable	Senior Prison Constable	Prison Constable
Jacket	Grey drill serge or Grey Bush Jacket (Service Dress (SD) Jacket, fabric suiting the climatic conditions, Sam Browne or removable waist belt with buckle, buttoned cuffs, turned down collars, medium prison-pattern buttons down the front, four front pockets with plain flaps to buttons, shoulder straps plain fastening at top with a small prison-pattern button, Shoulder Ranks, Gorget Patches of pattern approved for substantive rank (pip-scale, name plate, national flag, medals or medal ribbons, as the case may be.	Grey drill serge or Grey Bush Jacket /Service Dress (SD) Jacket, fabric suiting the climatic conditions, Sam Browne or removable waist belt with buckle, buttoned cuffs, turned down collars, medium prison-pattern buttons down the front, four front pockets with plain flaps to buttons, shoulder straps plain fastening at top with a small prison-pattern button, Shoulder Ranks, Gorget Patches of pattern approved for substantive rank (pip-scale, name plate, national flag, medals or medal ribbons, as the case may be.	Grey drill serge or Grey Bush Jacket /Service Dress (SD) Jacket, fabric suiting the climatic conditions, Sam Browne or removable waist belt with buckle, buttoned cuffs, turned down collars, medium prison-pattern buttons down the front, four front pockets with plain flaps to buttons, shoulder straps plain fastening at top with a small prison-pattern button, Shoulder Ranks, Gorget Patches of pattern approved for substantive rank (pip-scale, name plate, national flag, medals or medal ribbons, as the case may be.	Grey drill serge or Grey Bush Jacket /Service Dress (SD) Jacket, fabric suiting the climatic conditions, Sam Browne or removable waist belt with buckle, buttoned cuffs, turned down collars, medium prison-pattern buttons down the front, four front pockets with plain flaps to buttons, shoulder straps plain fastening at top with a small prison-pattern button, Shoulder Ranks, Shoulder Letters "SPCS", name plate, national flag, medals or medal ribbons, as the case may be.	Grey drill serge or Grey Bush Jacket /Service Dress (SD) Jacket, fabric suiting the climatic conditions, Sam Browne or removable waist belt with buckle, buttoned cuffs, turned down collars, medium prison-pattern buttons down the front, four front pockets with plain flaps to buttons, shoulder straps plain fastening at top with a small prison-pattern button, Shoulder Ranks, Shoulder Letters "SPCS", name plate, national flag, medals or medal ribbons, as the case may be.	Grey drill serge or Grey Bush Jacket /Service Dress (SD) Jacket, fabric suiting the climatic conditions, Sam Browne or removable waist belt with buckle, buttoned cuffs, turned down collars, medium prison-pattern buttons down the front, four front pockets with plain flaps to buttons, shoulder straps plain fastening at top with a small prison-pattern button, Shoulder Ranks, Shoulder Letters "SPCS" name plate, national flag, medals or medal ribbons, as the case may be.	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Raincoat	Navy Blue, long below knees, hooded, water-proof fabric, four front pockets, "S.P.C.S" inscription on the front left pocket and middle of upper back.	Navy Blue, long below knees, hooded, water-proof fabric, four front pockets, "SPCS" inscription on the front left pocket and middle of upper back.	Navy Blue, long below knees, hooded, water-proof fabric, four front pockets, "SPCS" inscription on the front left pocket and middle of upper back.	Navy Blue, long below knees, hooded, water-proof fabric, four front pockets, "SPCS" inscription on the front left pocket and middle of upper back.	Navy Blue, long below knees, hooded, water-proof fabric, four front pockets, "SPCS" inscription on the front left pocket and middle of upper back.	Navy Blue, long below knees, hooded, water-proof fabric, four front pockets, "SPCS" inscription on the front left pocket and middle of upper back.	Navy Blue, long below knees, hooded, water-proof fabric, four front pockets, "SPCS" inscription on the front left pocket and middle of upper back.	As per Police Criteria with SPCS inscription	As per Police Criteria with SPCS inscription	As per Police Criteria with SPCS inscription	As per Police Criteria with SPCS inscription	As per Police Criteria with SPCS inscription
Jersey	Grey, woolen, full sleeves, V-Neck, two breast pockets with plain flaps to buttons, shoulder straps, police	Grey, woolen, full sleeves, V-Neck, two breast pockets with plain flaps to buttons, shoulder straps,	Grey, woolen, full sleeves, V-Neck, two breast pockets with plain flaps to buttons, shoulder straps,	Grey, woolen, full sleeves, V-Neck, two breast pockets with plain flaps to buttons, shoulder straps.	Grey, woolen, full sleeves, V-Neck, two breast pockets with plain flaps to buttons, shoulder straps, police/military pattern	Grey, woolen, full sleeves, V-Neck, two breast pockets with plain flaps to buttons, shoulder straps, police/military pattern	Grey, woolen, full sleeves, V-Neck, two breast pockets with plain flaps to buttons, shoulder straps, police/military	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria

-	military pattern	police/military pattern	police/military pattern	police/military pattern		military pattern	pattern					
Cap	Navy Blue Beret, Black Woolen Roll-Over Winter Cap, Navy Blue Peak Cap or Navy Blue Peaked Cap with blue band around, police /military pattern, with cap badge	Navy Blue Beret, Black Woolen Roll-Over Winter Cap, Navy Blue Peak Cap or Navy Blue Peaked Cap with blue band around, police /military pattern, with cap badge	Navy Blue Beret, Black Woolen Roll-Over Winter Cap, Navy Blue Peak Cap or Navy Blue Peaked Cap with blue band around, police /military pattern, with cap badge	Navy Blue Beret, Black Woolen Roll-Over Winter Cap, Navy Blue Peak Cap or Navy Blue Peaked Cap with blue band around, police /military pattern, with cap badge	Navy Blue Beret, Black Woolen Roll-Over Winter Cap, Navy Blue Peak Cap or Navy Blue Peaked Cap with blue band around, police /military pattern, with cap badge	Navy Blue Beret, Black Woolen Roll-Over Winter Cap, Navy Blue Peak Cap or Navy Blue Peaked Cap with blue band around, police /military pattern, with cap badge	Navy Blue Beret, Black Woolen Roll-Over Winter Cap, Navy Blue Peak Cap or Navy Blue Peaked Cap with blue band around, police /military pattern, with cap badge	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Cap Badge	Silver colour, embroidered, national emblem on the top, floral circlet, containg sword and baton inside as prescribed for Major General of the Pakistan Army	Silver colour, embroidered, floral circlet crescent containing a five-rayed star inside as prescribed for Brigadier of the Pakistan Army	Silver colour, embroidered, floral circlet crescent containing a five-rayed star inside as prescribed for Colonel of the Pakistan Army	Silver colour, embroidered, national emblem on the top, floral circlet with inscription "SPCS" inside	Silver colour, embroidered, national emblem on the top, floral circlet with inscription "SPCS" inside	Silver colour, embroidered, national emblem on the top, floral circlet with inscription "SPCS" inside	Silver colour, embroidered, national emblem on the top, floral circlet with inscription "SPCS" inside	As per Police Criteria with SPSC inscription	As per Police Criteria with SPSC inscription	As per Police Criteria with SPSC inscription	As per Police Criteria with SPSC inscription	As per Police Criteria with SPSC inscription
Khaki Shirt for Rank of Cap or Peak Cap	Floral embroidered silver-colour wreath on the visor as prescribed for Major General of the Pakistan Army	Floral embroidered silver-colour wreath on the visor as prescribed for Brigadier of the Pakistan Army	Floral embroidered silver-colour wreath on the visor as prescribed for Colonel of the Pakistan Army	Floral embroidered silver-colour wreath on the visor as prescribed for Lieutenant Colonel of the Pakistan Army	Floral embroidered silver-colour wreath on the visor as prescribed for Major of the Pakistan Army	Floral embroidered silver-colour wreath on the visor as prescribed for Captain of the Pakistan Army	Floral embroidered silver-colour wreath on the visor as prescribed for Lieutenant or the rank as Army	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	[illegible]
Shirt (Khaki)	Cotton, blackish grey Masri cloth shirt, two front pockets on both breasts with plain flaps to buttons, five buttons down the front, shoulder straps, police / military pattern.	Cotton, blackish grey Masri cloth shirt, two front pockets on both breasts with plain flaps to buttons, five buttons down the front, shoulder straps, police / military pattern	Cotton, blackish grey Masri cloth shirt, two front pockets on both breasts with plain flaps to buttons, five buttons down the front, shoulder straps, police / military pattern	Cotton, blackish grey Masri cloth shirt, two front pockets on both breasts with plain flaps to buttons, five buttons down the front, shoulder straps, police / military pattern	Cotton, blackish grey Masri cloth shirt, two front pockets on both breasts with plain flaps to buttons, five buttons down the front, shoulder straps, police / military pattern	Cotton, blackish grey Masri cloth shirt, two front pockets on both breasts with plain flaps to buttons, five buttons down the front, shoulder straps, police / military pattern	Cotton, blackish grey Masri cloth shirt, two front pockets on both breasts with plain flaps to buttons, five buttons down the front, shoulder straps, police / military pattern.	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Shirt (Women)	Cotton, blackish grey Masri cloth Frock or Qamees, two front pockets on both breasts with plain flaps to buttons, shoulder straps, removable waist belt with buckle, police / military pattern, long up to knees, design writing religious /social morms and values	Cotton, blackish grey Masri cloth Frock or Qamees, two front pockets on both breasts with plain flaps to buttons, shoulder straps, removable waist belt with buckle, police / military pattern, long up to knees, design writing religious /social morms and values	Cotton, blackish grey Masri cloth Frock or Qamees, two front pockets on both breasts with plain flaps to buttons, shoulder straps, removable waist belt with buckle, police / military pattern, long up to knees, design writing religious /social morms and values	Cotton, blackish grey Masri cloth Frock or Qamees, two front pockets on both breasts with plain flaps to buttons, shoulder straps, removable waist belt with buckle, police / military pattern, long up to knees, design writing religious /social morms and values	Cotton, blackish grey Masri cloth Frock or Qamees, two front pockets on both breasts with plain flaps to buttons, shoulder straps, removable waist belt with buckle, police / military pattern, long up to knees, design writing religious /social morms and values	Cotton, blackish grey Masri cloth Frock or Qamees, two front pockets on both breasts with plain flaps to buttons, shoulder straps, removable waist belt with buckle, police / military pattern, long up to knees, design writing religious /social morms and values	Cotton, blackish grey Masri cloth Frock or Qamees, two front pockets on both breasts with plain flaps to buttons, shoulder straps, removable waist belt with buckle, police / military pattern, long up to knees, design writing religious /social morms and values	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Chaddar (Women Only)	Grey Muslin Cloth, 2 metres, 28 centimetres	Grey Muslin Cloth, 2 metres, 28 centimetres	Grey Muslin Cloth, 2 metres, 28 centimetres	Grey Muslin Cloth, 2 metres, 28 centimetres	Grey Muslin Cloth, 2 metres, 28 centimetres	Grey Muslin Cloth, 2 metres, 28 centimetres	Grey Muslin Cloth, 2 metres, 28 centimetres	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Trouser (Khaki)	Khaki slacks, Cotton, Zeen cloth, two side	Khaki slacks, Cotton, Zeen cloth, two side	Khaki slacks, Cotton, Zeen cloth, two side	Khaki slacks, Cotton, Zeen cloth, two side	Khaki slacks, Cotton, Zeen cloth, two side pockets and one on the	Khaki slacks, Cotton, Zeen cloth, two side	Khaki slacks, Cotton, Zeen cloth, two side	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria

	pockets and one on the back or Khaki Cargo Trousers, two side pockets, two front pockets on thighs, two pockets on the back, may be tucked-in boots at the bottom.	pockets and one on the back or Khaki Cargo Trousers, two side pockets, two front pockets on thighs, two pockets on the back, may be tucked-in boots at the bottom.	pockets and one on the back or Khaki Cargo Trousers, two side pockets, two front pockets on thighs, two pockets on the back, may be tucked-in boots at the bottom.	pockets and one on the back or Khaki Cargo Trousers, two side pockets, two front pockets on thighs, two pockets on the back, may be tucked-in boots at the bottom.	ack or Khaki Cargo Trousers, two side pockets, two front pockets on thighs, two pockets on the back, may be tucked-in boots at the bottom	pockets and one on the back or Khaki Cargo Trousers, two side pockets, two front pockets on thighs, two pockets on the back, may be tucked-in boots at the bottom	pockets and one on the back or Khaki Cargo Trousers, two side pockets, two front pockets on thighs, two pockets on the back, may be tucked-in boots at the bottom.					
t Cotton (Women)	Shalwar, Grey, Khaki Cotton or linen.	Shalwar, Grey, Khaki Cotton or linen.	Shalwar, Grey, Khaki Cotton or linen.	Shalwar, Grey, Khaki Cotton or linen.	Shalwar, Grey, Khaki Cotton or linen.	Shalwar, Grey, Khaki Cotton or linen.	Shalwar, Grey, Khaki Cotton or linen.	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Socks	Plain cotton brown or cotton black without any embroidery work or designing	Plain cotton brown or cotton black without any embroidery work or designing	Plain cotton brown or cotton black without any embroidery work or designing	Plain cotton brown or cotton black without any embroidery work or designing	Plain cotton brown or cotton black without any embroidery work or designing	Plain cotton brown or cotton black without any embroidery work or designing	Plain cotton brown or cotton black without any embroidery work or designing	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Shoes / Boots (Male)	Long brown /black ammunition boots or Oxford Pattern brown /black shoes with toe and Laces.	Long brown /black ammunition boots or Oxford Pattern brown /black shoes with toe and Laces.	Long brown /black ammunition boots or Oxford Pattern brown /black shoes with toe and Laces.	Long brown /black ammunition boots or Oxford Pattern brown /black shoes with toe and Laces.	Long brown /black ammunition boots or Oxford Pattern brown /black shoes with toe and Laces.	Long brown /black ammunition boots or Oxford Pattern brown /black shoes with toe and Laces.	Long brown /black ammunition boots or Oxford Pattern brown /black shoes with toe and Laces.	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Shoes / Boots (Women)	Black or brown leather walking shoes with laces or Velcro.	Black or brown leather walking shoes with laces or Velcro.	Black or brown leather walking shoes with laces or Velcro.	Black or brown leather walking shoes with laces or Velcro.	Black or brown leather walking shoes with laces or Velcro.	Black or brown leather walking shoes with laces or Velcro.	Black or brown leather walking shoes with laces or Velcro.	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Gorget Patches	Turned down collar with blue Gorget Patches with a silver-colour button at the upper end containing national emblem facing upward, of the same pattern as prescribed for Major-General in Pakistan Army	Turned down collar with blue Gorget Patches with a silver-colour button at the upper and containing national emblem facing upward, of the same pattern as prescribed for Brigadier in Pakistan Army	Turned down collar with blue Gorget Patches with a silver-colour button at the upper and containing national emblem facing upward, of the same pattern as prescribed for Colonel in Pakistan Army	Not authorized	Not Authorized	Not authorized	Not authorized	Not Authorized	Not Authorized	Not Authorized	Not Authorized	Not Authorized
Embroidered Rigs	Embroidered, silver-colour, floral circlet with inscription "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line	Embroidered, silver-colour, floral circlet with inscriptions "SPCS" and national emblem on the top on a round circle with upper half red and lower half blue to be worn on left arm above elbow three inches below the shoulder line
Name Plate	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)	Plastic or metal with sky blue /black background and name in one word (only), written in white/ silver colour in capital letters (only)
Medals / Ribbons	According to length of service and as admissible to the civil armed forces, police and rangers, etc	According to length of service and as admissible to the civil armed forces, police and rangers etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.	According to length of service and as admissible to the civil armed forces, police and rangers, etc.
Shoulder title	Nil	Nil	Nil	SPCS	SPCS	SPCS	SPCS	SPCS	SPCS	SPCS	SPCS	SPCS
Shoulder Boards	Silver, metal, crossing sword and baton on both shoulder flashes below one diamond shaped pip as prescribed for Major-General of the Pakistan Army	Silver, metal, national emblem above three diamond shaped pips arranged in an equilateral triangle on both shoulder flashes as prescribed for Brigadier of the Pakistan Army	Silver, metal, national emblem above two diamond-shaped pips on both shoulder flashes as prescribed for Colonel of the Pakistan Army	Silver, metal, national emblem above one diamond-shaped pips on both shoulder flashes as prescribed for Lieutenant Colonel of the Pakistan Army	Silver, metal, national emblem on both shoulder flashes as prescribed for Major of the Pakistan Army	Silver, metal, three diamond shaped pips on both shoulder flashes as prescribed for Capt of the Pakistan Army	Silver, metal, two diamond shaped pips on both shoulder flashes as prescribed for Lieutenant of the Pakistan Army	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Belt	Sam Browne leather or nylon police belt, black or brown, brass fittings, may be perforated	Sam Browne leather or nylon police belt, black or brown, brass fittings, may be perforated	Sam Browne leather or nylon police belt, black or brown, brass fittings, may be perforated	Sam Browne leather or nylon police belt, black or brown, brass fittings, without perforations	Sam Browne leather or nylon police belt, black or brown, brass fittings, without perforations	Sam Browne leather or nylon police belt, black or brown, brass fittings, without perforations	Sam Browne leather or nylon police belt, black or brown, brass fittings, without perforations	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Belt Plate / Badge	Rectangular, silver / steel, national emblem on the top, floral circlet, crossing sword and baton inside	Rectangular silver / steel, floral circlet centered containing a five-crown star inside, touching the cap badge	Rectangular silver / steel, floral circlet centered containing a five-crown star inside, touching the cap badge	Rectangular, silver / steel, national emblem on the top, floral circlet with inscription "SPCS" inside	Rectangular, silver / steel, national emblem on the top, floral circlet with inscription "SPCS" inside	Rectangular, silver / steel, national emblem on the top, floral circlet with inscription "SPCS" inside	Rectangular, silver / steel, national emblem on the top, floral circlet with inscription "SPCS" inside	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria
Sweaters (Navy)	Maroon color	Maroon color	Maroon color	Case covered with brown or black leather, chrome caps on both ends, inscription "SPCS" at one end cap	Case covered with brown or black leather, chrome caps on both ends, inscription "SPCS" at one end cap	Case covered with brown or black leather, chrome caps on both ends, inscription "SPCS" at one end cap	Case covered with brown or black leather, chrome caps on both ends, inscription "SPCS" at one end cap	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria	As per Police Criteria

AFFIRMATION ROLL
(See rule 260(2)

I,_____solemnly affirm in the presence of Almighty Allah that I will bear true faith and allegiance to Pakistan, Sindh and my service that I will, as in duty bound, honestly and faithfully serve in the Sindh Prison & Corrections Service and go wherever where my presence required by service and I will observe all commands and orders of my superior officer set over me even to peril of my life. That, I also understand what has been mentioned in the Section 31 of the Act.

Signed in acknowledgment of above having been read out to me.

Person enrolled

Dated:_____

Signed in my presence after I had ascertained that the person understand the purpose of what he signed.

Appointing Authority

Karachi: Printed at the Sindh Government Press
14-05-2020