

The powers and duties of officers & employees:

(a) Cases which are disposed of at the level of D.G. Prisons:

- (i) Overall general control and Superintendence over the Department of Prisons & Correctional Services.
- (ii) He exercises such financial powers as are delegated to him under the rules.
- (iii) Sanction of all kinds of leave except study leave to gazetted officers.
- (iv) He is authorized to grant special remission to prisoners as per provision in H.P Jail Manual.
- (v) Transfer of prisoners to Open Air Jail and grant of Parole.
- (vi) He exercises all disciplinary powers over non-gazetted staff.
- (vii) He orders transfers and promotions of non-gazetted staff.

(b) Cases which are disposed off at the level of Sr. A.I.G. Prisons/ S.P. (Prisons):

- (i) Assists the Director General of Prisons & Correctional Services in matters pertaining to the Department.
- (ii) He has been made Head of Office by the Director General of Prisons & Correctional Services.
- (iii) Financial sanctions in accordance with powers delegated to him by D.G. Prisons.
- (iv) He is departmental Vigilance Officer and appellate authority under the R.T.I. Act.
- (v) All other duties as may be assigned to him by D.G. Prisons from time to time.
- (vi) Inspection of Prisons.

(c) Cases which are disposed off at the level of Chief Welfare Officer (Prisons):

- (i) He assists the D.G /Sr. A.I.G. Prisons/S.P. (Prisons) in all matters relating to the welfare of prisoners.
- (ii) He is also the D.D.O.
- (iii) He is Public Information Officer under Right to Information Act.
- (iv) All other duties as may be assigned to him by the Director General of Prisons & Correctional Services from time to time.
- (v) He is responsible to look after Welfare of all prisoners in the Jails.

(vi) Supervision of welfare activities & prisons factories in the prisons.

(d) Cases which are disposed of at the level of Deputy/Assistant District Attorney (Prisons):

- (i) He assists the Director General of Prisons & Correctional Services in all legal matters.
- (ii) Preparation of replies in the references received from the High Court.
- (iii) Action taken reports on the inspections of prisons by the District & Sessions Judges.
- (iv) Any other duty as may be assigned to him by the Director General of Prisons & Correctional Services from time to time.

(e) Superintendent Jail:

Subject to the orders of the Director General of Prisons & Correctional Services, the Superintendent of a jail is responsible for managing the prisons in all matters relating to security, discipline, expenditure, punishment and control. The officer-in-charge of a prison is responsible for receiving and detaining all persons duly committed to his custody under the Prisons Act or otherwise by any court, according to the exigency of any writ, warrant or order of the court by which such person has been committed or until, such person is discharged or removed in due course of law.

He is responsible for exercising a vigilant supervision and control over all money and property, etc. of whatever kind received by him or by any subordinate officer, or on account of the Government, the Jail or any prisoners confined therein, entering and over all expenditure of every kind incurred by him or under his authority or orders on the upkeep and management of the Jail and the maintenance of prisoners. He is personally liable for all defalcations, loss or

damage in any way due or attributable to any disobedience or misconduct on his part. He is duty bound to carry into effect all requisition in writing of the Medical Officer, as to the provision of extra bedding or clothing or the alteration of diet of any prisoners or with respect to any alteration of discipline or treatment in the case of any prisoner whose mind or body, may in the opinion of the Medical Officer, require it.

The Superintendent is responsible for submission of returns of statistical information, statements of accounts, assessment of the working of the Jail and other data as may be required or prescribed by the Director/Inspector General of the Prisons.

He exercises such powers in regard to the appointment and punishment of subordinate officers as specified in the rules. He may at any time inquire into and record his opinion on the conduct of any subordinate officer. He exercises the power of the head of office in respect of the Jail establishment under his control. He is authorized to grant remission to prisoners as per the provisions of Himachal Pradesh Jail Manual.

(f) Deputy Superintendent Jail:

He discharges his duties under the immediate direction and orders of the Superintendent. It is his duty to enforce or cause to be enforced all laws, rules, regulations, directions and orders, relating to the management of Jails and prisoners, and applicable to the Jails or to any prisoner confined there in, for the time being in enforce. He is responsible for ensuring the safe custody of prisoners confined in the Jail as well as enforcing and maintaining discipline and order amongst prisoners and all subordinate officers of the Jail at any time serving under his orders or control.

He is also responsible for the safe custody of the record to be kept, the commitment warrants and all other documents, confided to his care and for the money and other articles taken from prisoners.

(g) Medical Officer:

Subject to the control of the Jail Superintendent, he has the charge of sanitary and medical administration of the prison. He inspects the cook houses to test the weight and quality of the ration before and after cooking. He may in his discretion, make any addition to or alteration in the diet for the sick, convalescents, the aged and the young prisoners which he may deem necessary on medical grounds and record brief reasons therefore, in the history ticket of prisoners.

It is his responsibility to ensure that all the medicines and instruments charged to the jail accounts are faithfully and solely used in the service of the jail. He is further responsible for taking of all measures and precautions to meet the emergency and prevent the spread of epidemic disease of any kind and to ensure that steps are promptly taken and that the rules and orders regulating such matters are fully enforced. He has to take special care of the mentally sick prisoners and ensure their proper treatment.

(h) Assistant Superintendent Jail:

He is a non-gazetted officer, who assists the Deputy Superintendent Jail in the discharge of his duties and takes the place of the Deputy Superintendent Jail, whenever the officer is temporarily absent from duty.

(i) Office Superintendent:

General supervision over office staff and other duties as defined in the Office Manual. There are 02 posts of Office Superintendents and one each has

been provided in Prisons Headquarter and in Central Jail Kanda (Shimla). In Jails, for running the office, the posts of Senior Assistants have been provided in Central Jails at Nahan and Kanda (Shimla), District Jail Dharmshala and Open Air Jail Bilaspur and Clerks in the remaining 08 Jails/Sub Jails have been provided to assist the Superintendent Jails.