

A statement of the categories of the documents held by the Department or under control:

The following documents are kept in Jails in respect of the prisoners:

1. History Tickets of the convicted prisoners.
2. Conviction warrant.
3. Commitment warrant of under trial prisoners.
4. Medical Reports of prisoners.
5. Personal files of all prisoners.
6. Record pertaining to parole of the convicted prisoners.
7. Record pertaining to the confinement of prisoners in the Jails.
8. Register of un-convicted prisoners admitted.
9. Register of convicted prisoners.
10. Register of Civil Prisoners admitted.
11. Register of release of convicted criminal and civil prisoners.
12. Register of punishment inflicted on prisoners for person offences.
13. Register of remarks of visitors.
14. Register of the entry of the names of all visitors.
15. Medical Officer's Journal.
16. Superintendent's Journal.
17. Factory Manager's report book.
18. Hospital Register.
19. Lock-up register of all classes of prisoners in the Jail.
20. Register of persons passing in and out of the Jail.
21. Register of prisoners passing in and out of the Jail.
22. Register of articles passing in and out of the gate.
23. General cash-book.
24. Cash Ledger.
25. Diary of termination of Jail punishment.
26. Alphabetical register of convicted prisoners.
27. General abstract of prisoners in the Jail.
28. Labour Distribution registers.
29. Register of letter received.
30. Register of letters dispatched.
31. Warders service register.
32. Warders clothing register.
33. Watchman's control registers.
34. Register of target practice.

35. Daily register of patients dieted in Hospital.
36. Daily register purchases of grains, fuel etc.
37. Daily go- down and mill account register.
38. Daily register of prisoners dieted.
39. Clothing go- down stock-book.
40. Diary and cattle registers, A, B, C, and D.
41. Inventory of miscellaneous property, movable/immovable.
42. Ammunition registers.
43. Manufactory cash-book.
44. Register of manufactory contingencies.
45. Register of receipt and issue of raw materials.
46. Stock register of raw materials.
47. Register showing raw materials in process of manufacture.
48. Stock register of manufactured articles.
49. Stores and sale book manufactured articles.
50. Manufactory order-book.
51. Indexed bill-book.
52. Register showing outstanding balances.
53. Stock register of materials for maintenance.
54. Cash book (Manufactory).
55. Ledger (Manufactory).
56. Sales Day Book.
57. Purchase Day Book.
58. Journal (Manufactory).
59. Block Register.
60. Purchase Order Book.
61. Register of Daily Receipts.
62. Register of daily issues.
63. Store Ledger.
64. Register showing names of prisoners working in and out of Jail.
65. Garden Register.
66. Warders Day Duty Register.
67. Warder Night Duty Register.
68. Night Report Book.
69. Register of Convalescent Prisoners.
70. Register of out-patients.
71. Register of office furniture.
72. Stock register of forms etc.
73. Travelling allowance check Register.
74. Register showing expenditure on purchase of the medicines.