

Norms set by it for the discharge of its functions:

In matters relating to release of prisoners on parole and furlough, remission to the prisoners, provision of clothing and dietary articles and the maintenance of sanitary conditions, the department follows the norms contained in the HP Jail Manual and the HP Good Conduct Prisoners (Temporary Release) Act, 1968 and Rules 1969 there under. Cases of temporary release of prisoners are decided and prisoners informed immediately on the receipt of the recommendations of the District Magistrate of the concerned district.

The Financial Matters are dealt with in accordance with the HP Financial Rules. Cases of promotion and confirmation are dealt with in accordance with the Recruitment & Promotion Rules of each category and relevant instructions. In disciplinary matter of the department CCS (CCA) Rules and the CCS (Conduct) Rules are applicable.

The State Govt. had notified the Rules for the formation of two funds viz. Victims Welfare Fund and the Prisoners Welfare Fund amending the HP Jail Manual. The Prisoners Welfare Fund is meant to promote the welfare of prisoners confined in prisons. The Victims Welfare Fund was meant to provide financial assistance/compensation to the victims of crime of four particular offences viz. (1) murder (2) rape (3) culpable homicide and (4) dowry death. 35% of wage earned by a prisoner goes to the Victim Welfare Fund and 15% goes to Prisoners Welfare Fund while remaining 50% goes to the concerned prisoner.

These funds are managed by a Committee consisting of 05 members including 02 Non-Official Visitors to Jails under the chairmanship of the Head of the Prisons department.

During the financial year under reference, the funds amounting to Rs. 19,01,351/- were collected under the Prisoner's Welfare Fund out of which an

amount of Rs. 9,90,168/- has been utilized on various welfare activities of prisoners and also for providing various items for the use of prisoners in the jails.

Applications of prisoners for legal assistance are forwarded to the State Legal Aid Authority by the concerned Superintendent Jail within a week of receipt of an application. Miscellaneous applications and complaints from the prisoners are to be forwarded by the concerned Superintendent Jail to the Prisons Headquarters within 02 days and from Prisons Headquarters these are to be forwarded to the quarter concerned normally within a month.