

Through e-mail

No. 4-42/04-Jails-IV-873
Government of Himachal Pradesh,
"Prisons Department"

-:-

From

The Director General,
Prisons & Correctional Services,
Himachal Pradesh.

To

All the Superintendent Jails in
Himachal Pradesh.

Dated Shimla-171009, the 29 JUL 2010

Subject: -


Regarding Standing Order of Prisoners Welfare
Fund.

Memo.

Enclosed find herewith a copy of Standing Order of Prisoners Welfare Fund issued by the Director General of Prisons & Correctional Services, Himachal Pradesh, on the above cited subject.

You are hereby, directed to put up the demands of your prison in the Prisoner Welfare Fund meeting accordingly in future.

Encls. A/A(03 Paper)


For Director General
Prisons & Correctional Services
Himachal Pradesh

**STANDING ORDER –PRISONER WELFARE FUND
NO. 1/08 OF DGP PRISONS, H.P.**

Introduction

The Government of Himachal Pradesh, Department of Home vide Notification No. Home-B (E) 3-476/85 Jails -III dated 26/06/2007 have created Prisoners Welfare Fund. This standing order lays down the instructions and procedure for identifications and implementation of measures to promote the welfare of prisoners confined in the Jails of the State, besides the duties and responsibilities of officials of the Prisons Department in this regard.

1. The prisoners Welfare Fund

As per the provisions contained in the para 598 B of the H.P. Jail Manual, 15% of the wage earned by all the prisoners confined in the Jails including the Open Air Jail of the State shall from the Prisoner Welfare Fund here-in-after referred to as 'The fund'. The Superintendents of all Jails shall remit this amount to the Prisons Headquarters in the shape of Bank Draft drawn in the name of Chief Welfare Officer (Prisons), who shall deposit this amount in the account of the Fund to be operated jointly by the Head of the Prisons Department and the Chief Welfare Officer (Prisons). The amount deducted from the wages of prisoners in a month shall be remitted to Prisons Headquarter in the first week of the next month.

2. The Prisoners Welfare Management Committee

In accordance with the provisions contained in para 598 A of the H.P. Jail Manual, Prisoners Welfare Management Committee here-in-after referred to as the Committee shall be composed as under:-

| | | |
|-------|--|------------------|
| (i) | Head of the Prisons Department | Chairman |
| (ii) | Deputy/ Assistant Inspector General of Prisons | Member |
| (iii) | Superintendent, Model Central Jail Kanda (Shimla) | Member |
| (iv) | Superintendent, Model Central Jail Nahan | Member |
| (v) | 02 Non Official Visitors of Jails to be nominated by DGP (Prisons) | Member |
| (vi) | Chief Welfare Officer (Prisons) | Member/Secretary |

Meeting of the committee shall be held at such intervals, but at least once in six months or as may be decided by the Chairman of the Committee.

DIG/AIG Prisons shall ensure that meetings are held in time and for this purpose, he will fix the date for meeting in consultation with the Head of Department and shall inform all the members accordingly at least 7 days before the scheduled date of the meeting. He shall prepare the agenda for the meeting well in advance.

The Committee shall approve the welfare measures for the welfare of prisoners and no expenditure out of the fund shall be incurred without the explicit approval of the Committee.

The committee shall scrutinize the annual income and expenditure statement and the annual report on the audit of the fund.

Annual report on the welfare activities undertaken and service provided under the auspices of the fund shall be prepared by the Member Secretary in the month of April and this report shall be placed by him before the committee in the 2nd quarter of the year. The committee may, on assessing the impact of welfare measures, direct modification or discontinuation of any welfare scheme or programme.

The funds shall be utilized for the welfare of prisoners and the services and articles, to be provided may include

- (i) Purchase of T.V. for the Prisoners.
- (ii) Purchase of Books for the Prisoners.
- (iii) Purchase of musical and sports instrument /articles.
- (iv) Organizing religious/ cultural functions in the Jails.
- (v) Providing special menu or special days.
- (vi) Providing refundable advance to the prisoners for medical treatment /medicines.
- (vii) Any other purpose that relates to the welfare of the prisoners.

Superintendents Jails after assessing their requirements will submit annual indent giving full justification for each article, so as to reach the member Secretary in the first week of April.

The demand after scrutiny by the Member Secretary shall be placed in the meeting of the Committee which may accord its approval subject to the availability of money in the Fund.

4. Maintenance of Accounts & Correspondence

At the prisons Headquarters, Accountant of the Prison Headquarters shall maintain a separate cash book to maintain accounts relating to the Fund. The Chief Welfare Officer shall be responsible for keeping the

proper record and accounts of the fund. He shall ensure that the cash book is maintained regularly and properly in accordance with the instructions contained in H.P. Financial Rules.

Superintendents of all prisons shall maintain separate register in which accounts of wages paid to each prisoner and amounts remitted to Prisons Headquarters shall be entered. All entries shall be personally attested by the Superintendent of Jail. At Prisons Headquarters, Prisoners branch shall deal with the correspondence on all the matters relating to the welfare of prisoners. Superintendents of jails shall be responsible for proper maintenance of this register.

5. Purchase & procurements

After obtaining the approval of the committee, the Member Secretary shall inform the store branch of the Prisons Headquarters of the decision which shall deal with matter without delay.

In case it is decided to procure the store centrally prompt action shall be taken by the concerned officer of Prisons otherwise the Superintendent concerned Jail shall be informed to procure the stores locally. All the purchase shall be made in accordance with procedure prescribed by Government of Himachal Pradesh.

6. Stock Registers

All purchases made from the Fund shall be entered in separate stock registers to be maintained by Superintendents Jails. All the articles purchased from this fund shall be physically verified by the Jail Superintendent once in a year and a certificate to this effect shall be furnished to Prisons Headquarters.

7. Codal Procedure


Article purchased out of the fund shall be condemned and auctioned with the approval of the committee and the sale proceeds shall be deposited in the Prisons Welfare Fund as income to the fund. The yardstick prescribed for condemnation by the state Government shall be followed.

8. Audit:

At Prison Headquarter, Annual audit of the fund shall be conducted by S.O. (Audit) and a report submitted to HOD.

9. General

The matters not dealt with specifically in the standing order in case of doubt, shall be referred to the Committee for decision.


Director General
Prisons & Correctional Services
Himachal Pradesh