

Budget provision purchase being made from the Agricultural Farms, if they are not available there.

(n) To sanction purchase of livestock up to an amount of Rs. 2000 at a time subject to Budget provision, purchase being arranged through the Animal Husbandry Department and dispose of the useless animals in public auction after obtaining a certificate from the District Veterinary Officer concerned regarding the unserviceableness of the animals.

(o) To give administrative approval to schemes costing not more than Rs. 1,00,000 subject to the conditions and principles laid down.

(p) Petty construction, repairs and maintenance of Government buildings. To sanction maintenance and petty construction and repair works for execution up to Rs. 2500 on a proper estimate in each case, without reference to the P. W. D. provided that in the case of buildings, they are not included in the P. W. D. registers. (Works above the limit of Rs. 1,00,000 should be taken up by the P. W. D. or other Engineering Department).

(q) To sanction investigation of arrear claims, by the Accountant General, of all Officers of the Department and under contingencies which are not more than 5 years old including time barred claims.

(r) To sanction purchase of Stationery articles in unforeseen circumstances up to a limit of Rs. 150 at a time and an annual limit of Rs. 1,500.

(s) *Renting private buildings.*—To sanction the hiring of private buildings up to a monetary limit of Rs. 300 per mensem in each case when the accommodation is provided in a separate building or when accommodation is provided in a private building partly used as private residence, rent proportionate to the extend of the main building set aside solely for Office use, subject to maximum of half of the rent of House of Rs. 300 a month whichever is less subject to the conditions laid down.

Non-recurring Contingent charges

11. (i) To incur a non-recurring Contingent expenditure up to Rs. 1,500 in each case provided that the General Rules in Appendix 4 of the Kerala Financial Code Volume II are followed:—

(ii) To sanction advertisement charges up to Rs. 1000 treating them as non-recurring Contingent charges subject to the condition that the rates are approved by the Director of Public Relations.

(iii) Disposal of un-serviceable articles and Stores auction:—

To sanction the disposal of all unserviceable or surplus Store tools and plant, Office furniture, materials at site of works, dismantled materials etc., as the case may be, up to a book value Rs. 8,000 in each case without any annual limit.

(iv) *Printing of forms.*—To sanction printing of public literature, Pamphlets circulars etc., in the Government Presses subject to the condition that care should be taken to see that sufficient copies are got in the first print itself. (Printing of forms, registers etc., should have the prior approval of Government)

(v) To arrange the work done locally at a cost not exceeding Rs. 2000 at a time, when the Superintendent, Government Presses cannot meet the requirement within a month, on condition that the rates should not be above the rates prescribed by the Superintendent, Government Presses.

(vi) In an emergent situation to entrust without referring to the Superintendent, Government Presses, with private press jobs of works not costing more than Rs. at a time and subject to annual monetary limit of Rs. after inviting quotations and observing other formalities.

12. (a) *Purchase of Stores.*—(i) To accord administrative sanction for recurring supplies required for the normal running of the Department for which funds are provided in the Budget.

(ii) To purchase stores without reference to the Stores Purchase Department to the extent of Rs. 50,000 at a time.

(iii) To extend the period stipulated for the supply of materials up to one month duly recording reasons to give such extension.

(b) *Repairs to Motor Vehicles.*—To accord sanction for repairs Departmental Motor Vehicles from approved workshops up to Rs. 1000 in each case without annual limit. The work-shops will be required to furnish an agreement that they will abide by the rates of the Transport Department. On that basis, 75% of the bills can be paid on completion of work and balance after they are certified by the Director of Transport. Over payments, if any, could be adjusted in later bills. Sanctioning replacement of spare parts of the vehicles without obtaining certificates from the Assistant Engineer of Regional Engineering work-shops will be Rs. 500 at a time to an annual limit of Rs. 2000.

(c) *Auction sale of trees.*—To dispose by auction, live trees standing on office premises, the existence of which in the premises will endanger life or will be dangerous to the building, if they fall unexpectedly due to wind or rain and to credit the sale proceeds to the Department.

(d) To sanction purchase of fertilizers up to Rs. 10,000 at a time for the use in the Jail gardens, subject to Budget provision and subject to observing Store Purchase Rules.

(e) *Medical expenses, reimbursement.*—To sanction all cases of reimbursement of medical expenses subject to the conditions and limitations under the Government Servants Medical Benefit Rules.

(f) To shift an existing telephone connection.

(g) To incur items of expenditure of a trivial nature not exceeding Rs. 50 at a time for bona fide purchases, even if there are no specific rules to regulate such expenditure.

(h) To sanction house building advance to the non-gazetted subordinates of the Department subject to the conditions and Rules issued by Government from time to time.

Power to sanction contract

13. Inspector General of Prisons is authorised to sanction all contracts for provision and miscellaneous articles required for each Jail subject to Budget provision and subject to the financial limits prescribed in the Stores Purchase Manual as amended from time to time.

He may also sanction the other contracts subject to ratification by the Government. Every contract for the supply of articles required for the Jails or which imposes the recurring liability on the Jails shall be drawn-up in proper form. No contract or agreement can be considered valid unless executed by the Inspector General of Prisons.

Power to sanction institution of Civil Suit.

14. The Inspector General of Prisons is authorised to sanction the institution of any Civil Suit for money due to the Manufacturing Department of the Jails provided that he is satisfied that the claim is well founded and that the debtor is possessed of property against which a decree, if obtained, could be executed. He may also sanction the institution of Civil Suit against defaulting contractors and others, provided that no such suit shall be instituted except on the advice of the Government Pleader to whom a concise and clear statement of the case shall be submitted for opinion. No Civil Suit shall be

instituted until all other means of obtaining satisfaction have been tried and have failed. Every case in which notice of Suit against the Jail Department or against any Jail Officer for acts done in his official capacity is received, shall be reported to Government, for orders.

Administrative Powers

15. It shall be competent to the Inspector General of Prisons
- (a) to make any appointment on the sanctioned establishment of non-gazetted officers, in any of the Institutions under his Administrative Control, subject to the Public Service Commission Recruitment Rules and Public Service Commission Consultation Regulations. All other appointments shall be made in accordance with the Rules and Orders issued by Government from time to time laying down the qualifications for such appointments.
 - (b) To sanction promotions of all subordinates to whom he is competent to appoint and to make initial appointments to such posts in vacancies of not more than one month duration.
 - (c) To sanction all kinds of leave other than Study Leave and special disability leave to all non-Gazetted Subordinate and Gazetted Officers under the Jails Department below the rank of Superintendent of Central Prisons and casual leave to all the Gazetted Officers.
 - (d) To permit all Officers to whom he is empowered to grant leave and to recall them to duty before the expiry of any kind of leave granted to them.
 - (e) To sanction increments to all Non-Gazetted staff of the Department.
 - (f) To appoint contingent female warders in emergent cases in the Prisons/Sub Jails for guarding female prisoners, for period not exceeding three months.
 - (g) To countersign pension papers of the Gazetted Officers of the Department and grant pension to all Non-Gazetted Officers after being verified by the Accountant General, Kerala State.
 - (h) To sanction subsistence allowance to Officers placed under suspension subject to the Rules.
 - (i) To sanction temporary withdrawals of Provident Fund deposits by subordinates of this Department subject to the conditions and limitations and to the Rules of the Funds.
 - (j) To permit Non-Gazetted Officers whom he is competent to appoint to accept employment while on leave.

- (k) To sanction belated increments up to 3 years old.
- (l) To retire officers who have completed the required period.
- (m) To sanction refunds of amounts remitted in the treasuries by mistake.
- (n) To sanction the creation of the post of Part-time Sweepers on the basis of the area to be kept; or cleaned subject to the standards prescribed under the Kerala Financial Code.
- (o) To detach officers from one office and fix another office as their headquarters as working arrangement for a period not exceeding 6 months depending on the exigencies of Public Service and to authorise the payment of T. A. etc.
- (p) To dismiss, degrade, suspend, discharge, or accept the resignation of any officer whom he is competent to appoint.
- (q) To fine any officer belonging to the last grade servants and warders as per provisions in the Kerala Civil Service (Classification, Control and Appeal) Rules. Every appeal must be forwarded to the Inspector General of Prisons who shall forward the same with his remarks and any necessary records.
- (r) To transfer between the Prisons/Jails under his control subordinate whom he is competent to appoint.

Inspection of Jails

16. (1) Inspector General of Prisons shall visit the Prisons/Jails at least once in every calendar year and on each such visit he shall carry out the full inspection of the Prisons/Jails in accordance with the questionnaire approved by the Government (See Questionnaire in Appendix I).

(2) During each inspection he shall personally see every prisoner then in confinement in the Prison/Jail; he shall give every prisoner a reasonable opportunity of making any application or complaint and shall investigate and dispose of such application as relate to Jail discipline.

(3) He shall inspect the yards, cells, workshed and other enclosures, shall examine the gardens, enquire into the character of the water supply, the conservancy arrangements and the medical administration, shall see the food and ascertain that it is of proper quality and quantity and generally satisfy himself that the building and premises are in proper order.

(4) He shall inspect all Journals, registers and books maintained in every Department of the Prison/Jail and initial or counters therein in token that he is satisfied that they are maintained in accordance with the Rules. He shall satisfy himself that the orders of Government regarding the arrangement and periodic destruction of records are observed.

(5) He shall inspect the Warder Establishment, satisfy himself as to its proficiency in Drill and Musketry, inspect its arms and accoutrements and test the ability of the Superintendent Jailer, Deputy Jailer, Assistant Jailors, Chief Warder and Head Warders to drill the guard.

(6) He shall examine whether the Jail staff is adequate and whether discipline amongst the staff has been properly maintained.

(7) He shall examine whether sufficient labour has been available for prisoners sentenced to rigorous imprisonment and so whether adequate tasks have been exacted, and if not what reasons are for the insufficiency of the labour available. Immediately after the inspection, the Inspector General of Prisons shall forward to the Superintendent a copy of the questionnaire duly filled together with such further suggestions as he thinks fit for the remarks of the Superintendent. He has also to submit copy of the same with the remarks of Superintendent to the Government. The orders of Government thereon shall be communicated to the Superintendent for guidance.

(8) The Inspector General of Prisons shall submit to the Government annually as soon as after the first April as possible and not later than 30th August of the same year or other date fixed by the Government, a detailed report on the Administration of Jails of the previous financial year together with such statistics and other statements, returns and information as Government may from time to time require. The report shall show the instructions made during the year by Inspector General of Prisons and shall state whether the orders of Government have been observed.

(9) The Inspector General of Prisons shall be the channel of communication between the Government and the Officers of the Jails Department.

(10) The Inspector General of Prisons is included in the list of Departmental Heads and authorities who exercise the powers of Heads of Departments. (Vide Appendix I Vol. II Kerala Finance and Accounts Code).

(11) The Inspector General of Prisons shall Plan, organise, direct, co-ordinate and control and implement correctional policies as laid down by Government from time to time.

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Special report in certain cases

17. The Inspector General shall submit to Government a special report regarding any Prison/Jail which he considers to be in an unsatisfactory state, with the explanation of the Officer-in-charge.

(i) *Transfer of prisoners.*

18. The Inspector General shall have the power to order the transfer of any prisoner from one Prison/Jail to another Prison/Jail within the State. He shall also have authority to order the removal of prisoners from the permanent buildings of any Prison/Jail into temporary accommodation during the epidemics.

(ii) *Report of important occurrences*

Any outbreak of epidemic disease or unusual sickness, all serious breaches of Jail discipline, escapes, attempts to escape, re-captures, accidents, suicides, attempts at suicide or death from violent or un-natural causes shall be at once reported to Government by the Inspector General of Prisons.

Conference

19. The Inspector General shall convene a conference of Departmental personnel atleast once a year. The objects of such conferences should be:—

- (a) to take stock of things achieved.
- (b) to evaluate current procedures, practices, methods and organisation.
- (c) To plan for future development of the Department.
- (d) To understand staff problems and staff aspirations.

The minutes of the conferences shall be recorded and the Inspector General will forward the same to Government with his proposals, if any. Action taken on these proposals will be communicated to institutional personnel by the Headquarters Office.

CHAPTER IV

DEPUTY INSPECTOR GENERAL OF PRISONS

20. Dy. Inspector General of Prisons shall be appointed by the State Government.

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He shall assist the Inspector General in the management of Prison Institutions of the State and attend to such other duties prescribed by the Government or the Inspector General of Prisons from time to time.

During the absence of the Inspector General of Prisons on tour or on leave, he shall perform the current duties of the Inspector General of Prisons.

Powers of appointment

21. It shall be competent to the Dy. Inspector General of Prisons to appoint last grade servants in the Office of the Inspector General of Prisons and Sub Jails including full time and part-time contingent employees subject to Public Service Commission Recruitment Rules. He is also competent to ratify the appointment of Contingent female Warders in the Jails. (Central Prisons, Special Sub Jails, District Jail and Sub Jails), for guarding and escorting of female prisoners.

22. (i) *Increment.*—He is competent to sanction increments in the case of all officers whom he is competent to appoint. He can also sanction belated increments up to 2 years old.

(ii) *Leave.*—He is competent to grant all kinds of leave other than study leave and special disability leave to all officers whom he is competent to appoint and casual leave to all officers in the Office of the Inspector General of Prisons.

(iii) *Financial powers.*—He is competent to draw establishment pay bills, T. A. Bills, contingent bills etc., in the Office of the Inspector General of Prisons in the absence of the Inspector General of Prisons on tour, or leave.

(iv) *Temporary withdrawal from Provident Fund.*—He is competent to sanction Provident Fund advance to subordinate subject to the rules in the fund up to a maximum of Rs. 500 in each case in normal cases.

Inquiry

23. He shall conduct personal inquiry into all cases of death of prisoners other than those of natural causes. He shall hold spot inquiry in case of unnatural death of prisoners or any serious injuries to prisoners endangering their life or any outbreak of violence or neglect of duties by the Prison staff and also to find out whether there is any negligence on the part of the Superintendent or other officers in performing their functions as supervisor of the Prison and furnish his finding to the Inspector General of Prisons.

Vigilance functions

24. He shall be the Vigilance Officer of the Prisons Department. He shall conduct all vigilance enquiries as directed and sanctioned by the Inspector General of Prisons. He shall also deal with all disciplinary cases, as envisaged under Kerala Civil Service (Classification Appeal and Control) Rules.

CHAPTER V

STATE ADVISORY BOARD FOR CORRECTIONAL ADMINISTRATION AND BOARD OF VISITORS

25. The State Advisory Board for Correctional Administration will have the following objectives:—

(i) To advice regarding prevention, control and treatment of delinquency and crime.

(ii) To suggest ways and means for improving levels of co-ordination between Administration of Justice, Police Administration and Correctional Administration.

(iii) To suggest measures for creating social consciousness for the rehabilitation of offenders.

The State Advisory Board for Correctional Administration will have the following personnel.

(i) *Chairman*.—Minister-in-charge of Prisons or Commissioner and Secretary to Government, Home Department.

(ii) *Members*.

(a) Two Social Workers from the field of Correctional work.

(b) One representative of the Administration of Justice.

(c) one representative of Public Administration.

(d) Two representatives of Correctional Administration.

(e) Representative of.—Director of Public Instruction, Director of Social Welfare, Development Commissioner, Director of Industries, Director of Agriculture, University Department and Special Institutions engaged in Training and Research in Criminology and Correctional Work.

(iii) *Member Secretary*.—Inspector General of Prisons.

The Member Secretary shall regularly convene the Meeting of the Board at least once in six months or more often, if necessary, and maintain records and the minutes book and submit recommendations of the Board to Government for further action.

Rule 25 A.—The State Advisory Board will have the status of a first Class Committee for the purposes of T. A. and D. A. etc.

Board of Visitors

26. *Ex officio visitors.*—The following officers shall be ex-officio visitors in their respective jurisdictions.

- (1) The Sessions Judges of Trivandrum, Trichur and Cannanore.
- (2) Collectors of Trivandrum, Trichur and Cannanore.
- (3) The District Magistrate (Judicial) of the Districts of Trivandrum, Trichur, and Cannanore.

The District Educational Officer of the District in which the Prison is situated.

The following Officers shall be ex-officio visitors of all the Central Prisons and Open Prisons.

- (1) Inspector General of Police.
- (2) Director of Health Services.
- (3) The Director of Industries.
- (4) Director of Agriculture.
- (5) The Director of Public Instruction.
- (6) The Chief Inspector of Factories.

Appointment of non-official visitors

27. The Government may appoint and fix up such figure as they may think fit, the number of persons to be non-official visitors in respect of each Prison. The visitors shall include:—

- (a) All M.L.As. and M.Ps. of the District in which the Prison is situated.
- (b) Any responsible person of the locality.
- (c) One Doctor practising in the District.
- (d) One Lawyer practising in the District.
- (e) One Woman Social Worker.