

CHAPTER I

HEADQUARTERS ORGANISATION AND REGIONAL OFFICES

1. *Headquarters Organisation.*—The organisation set up of the Headquarters of the Department will be as follows:—

(i) The Inspector General of Prisons and Chief Inspector of Government Children's Homes and Special Schools.

(ii) The Deputy Inspector General of Prisons (Administration).

(iii) The Regional Inspector of Government Children's Home and Special Schools (Headquarters).

(iv) Chief Audit Officer.

(v) Administrative Assistant to the Inspector General of Prisons.

(vi) The Chief Accountant.

(vii) Office Superintendents of various grades.

(viii) Accountants.

(ix) Stock Verifier.

(x) The Superintendent of Industries.

(xi) The Superintendent of Buildings.

(xii) The Statistical Officer.

(xiii) Confidential Assistants.

(xiv) Ministerial Staff and Typists.

(xv) Class IV staff.

The statutory authority of the Inspector General, the Deputy Inspector General and other Officers will be as per the provisions of the Prisons Act and other related Acts and Rules.

STATISTICS AND RESEARCH

2. *Statistical Branch.*—There shall be a Statistical Branch at the Headquarters Office.

(i) to develop the facts concerning the operations of the correctional system from the institutional data.

(ii) to maintain a central index card file of such offenders as would be specified by the Inspector General.

(iii) to prepare reports of the operations of the Department including information on the programme and activities of the department and tabulations of other significant data.

3. *Institutional Statistical Unit.*—The Institutional Statistical Unit shall be responsible for the compilation of adequate statistics and records pertaining to:—

- (i) Inmates
- (ii) Institutional activities and programmes.
- (iii) Industrial and agricultural production.
- (iv) Summarisation of facts about the institutions population
- (v) Personnel.
- (vi) Forwarding of periodical statistical returns in such manner and in such forms as prescribed by the Inspector General.

Note:—The staff strength of the statistical branch of Headquarters Office and the Institutional Statistical Unit should be decided on the basis of load of statistical work. The personnel at the Sub Jails will attend to statistical compilation pertaining to the Sub Jail population.

All persons as would be specified by the Inspector General shall compile such statistics and make such reports as are required from time to time.

4. *Research.*—Projects of basic research should be undertaken at the Headquarters level. Research shall primarily aim at—

- (i) Testing the effectiveness of correctional programmes.
- (ii) Developing effective methods of handling special groups of offenders who present problems in institutions.
- (iii) Maintenance of case files of such offenders and in such forms as may be specified by the Inspector General.

Note:—Case file should be treated as confidential record.

The projects undertaken shall be subject to the scrutiny of the Inspector General. Conclusion of such research may be published with the prior sanction of the Government.

5. *Central Store.*—There shall be a Central Store for the Prisons Department. The location may be decided by Government. The Central Stores shall function for the following purposes.

(i) For receiving the annual supply of medicines and surgical instruments supplied in bulk to the Department by the firm/contractors on the basis of supply orders placed by Health Services Department.

(ii) These items are to be accounted for in a common ledger and then distributed among the various Jail Hospitals/Dispensaries.

(iii) For Storing the Uniform articles for the Executive staff of the Department and arranging its issue to the various institutions.

(iv) To co-ordinate the manufactory operations in the different Central Prisons.

Staff.—The staff pattern shall be as fixed by Government from time to time in accordance with necessity.

6. *Regional Set-up.*—The co-ordinated organisation of the various Prisons/Jails and other Correctional Services may be divided into suitable Regions on the basis of the work load, problems, state of communications and other relevant considerations. Each Region may be placed under the charge of an Assistant Inspector General of Prisons and with appropriate supporting staff. The Assistant Inspector General of Prisons shall be given adequate administrative and financial powers on a rational basis.

CHAPTER II

ORGANISATION (INSTITUTIONAL)

7. The Prisons and Jails in Kerala State are constituted under the Travancore-Cochin Prisons Act 1950 (Act XVIII of 1950) and the Prisons Act, 1894 (Central Act IX of 1894).

(a) All Prisons/Jails situated in Kerala State fall under the following classes viz:—

- (i) Central Prison
- (ii) Open Prison.
- (iii) District Jail
- (iv) Special Sub Jail
- (v) Sub Jail

(b) Besides, there shall be a Jail Training School at Trivandrum.

(a) The State shall be divided for the purpose of Government of Prisons/Jails into three Units namely: I, II and III.

(i) The District of Kasaragode, Cannanore, Wynad, Kozhikode, Malappuram and Palghat shall constitute the I Unit.

(ii) The District of Trichur, Ernakulam, Kottayam and Idukki shall constitute the II Unit.

(iii) The District of Alleppey, Quilon Pathanamthitta and Trivandrum shall constitute the III Unit.

(b) In each of the Units mentioned in Rule (3) (a) there shall be a Prison/Jail of such Class and at such place as have been specified in column 2 thereof.

Table

Region (1)	Class and Place (2)
(i) Unit I	(A) Central Prison at Cannanore. (B) District Jail at Kozhikode. (C) Sub Jails at— (i) Kasargod (ii) Cannanore (iii) Tellicherry (iv) Manantoddy (v) Vythiri (vi) Badagara (vii) Quilandy (viii) Manjeri (ix) Tirur (x) Ponnani (xi) Perinthalmanna (xii) Ottappalam (xiii) Palghat (xiv) Alathur.
(ii) Unit II	(A) Central Prison at Viyyur (Trichur) (B) Special Sub Jail at Viyyur (Trichur) (C) Sub Jails at— (i) Chavakkad (ii) Irinjalakkuda (iii) Alwave

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| (iii) <i>Unit III</i> | <ul style="list-style-type: none"> (iv) Ernakulam (v) Mattancherry (vi) Muvattupuzha (vii) Kottayam (viii) Meenachil (ix) Ponkunnam (x) Devicolam (xi) Peermade |
| | <ul style="list-style-type: none"> (A) Central Prison at Trivandrum (B) Open Prison at Nettukaltheri
(Trivandrum District) (C) Sub Jails at— <ul style="list-style-type: none"> (i) Alleppey (ii) Mavelikkara (iii) Quilon (iv) Pathanamthitta (v) Kottarakara (vi) Attingal (vii) Trivandrum. |

(c) The following kinds of prisoners may ordinarily be confined in the Central Prison.

Central Prison, Trivandrum.

(i) All prisoners convicted and sentenced to imprisonment for whatever terms by the several Criminal Courts in the District of Trivandrum and all non-habitual prisoners sentenced to more than one month by the Criminal Courts in the Districts of Quilon, Pathanamthitta, Kottayam, Idukki and Alleppey shall ordinarily be confined in the Central Prison, Trivandrum. In the Central Prison, Trivandrum shall also be confined all Civil Prisoners committed to that Prison by the Civil Courts in the Districts of Trivandrum, Quilon, Pathanamthitta, Kottayam, Idukki and Alleppey and Prisoners committed by the Criminal Courts in the Districts of Trivandrum, Kottayam, Idukki, Quilon, Pathanamthitta and Alleppey for detention in a Civil Prison and all female under-trial and remand prisoners in the District of Trivandrum.

Central Prison, Cannanore

(ii) All non-habitual prisoners sentenced to imprisonment for periods of more than one month by Criminal Courts in the districts

of Cannanore, Kasaragode and Wynad and non habitual prisoners convicted to periods of more than six months by Criminal Courts in the districts of Kozhikode, Malappuram, Palghat, Trichur and Ernakulam shall be detained in the Central Prison, Cannanore.

Central Prison, Viyyur

(iii) All habitual prisoners sentenced to more than one month by the several Criminal Courts in the State of Kerala, all habitual prisoners sentenced to imprisonment for whatever term by the Criminal Courts in the Towns of Trichur, Wadakkancherry and Changanassery and prisoners committed to that Prison by the Civil Courts in the Trichur District and prisoners committed to that Prison by the Criminal Courts of the Trichur District for detention in a Civil Prison shall be confined in the Central Prison, Viyyur.

(iv) The following classes of prisoners shall also be confined in the Central Prisons.

(a) Prisoners sent by transfer under the orders of the Inspector General of Prisons.

(b) Prisoners convicted by the Court-Martial and transferred by a competent authority.

(c) Prisoners transferred under section 3 of the Transfer of Prisoners Act, 1950 (Central Act XXIX of 1950).

(d) Security prisoners.

(e) Such other prisoners by general or special order of Government or Courts to be detained; and

(f) Criminal Lunatics detained for Observation.

Open Prison

(v) There shall be an Open Prison at Nettukalthe (Trivandrum District). Well-behaved 'C' Class Male prisoners sentenced to imprisonment for 3 years and above, preference being given to those sentenced for longer periods may be selected from the Central Prisons of this State and transferred to and confined in the Open Prison, if those sentenced to 3 years have served one year of the actual sentence and those sentenced to more than 3 years have served 3 years of actual sentence. The final selection of such prisoners shall be made by the Inspector General of Prisons. But no prisoner can claim such transfer as a matter of right, provided that no person convicted and sentenced to imprisonment for the

Following offences shall be selected for confinement in the Open Prison, viz:—

- (i) Against the State.
- (ii) Relating to Armed Forces.
- (iii) Relating to counter-feiting of currency, coins etc.
- (iv) Against public tranquility.
- (v) Relating to kid-napping, abduction, slavery and forced labour.
- (vi) Relating to rape
- (vii) Relating to un-natural offence
- (viii) Relating to robbery, dacoity, cheating and house-breaking.
- (ix) Habituals classified as such by Courts and known habituals.
- (x) Prisoners having any case pending in a Court.
- (xi) Prisoners suffering from mental disease or any other serious disease.
- (xii) Escapees and escape risks.
- (xiii) A, B and Special Class prisoners.
- (xiv) Women prisoners.
- (xv) Prisoners convicted under political movement or Special Power Act.
- (xv) Any other prisoners or category of prisoners whom the Inspector General of Prisons considers unfit for being sent to an Open Prison.

District Jail, Kozhikode

(vi) All prisoners convicted and sentenced to imprisonment for periods ranging from above one to six months by the Criminal Courts in the District of Kozhikode and all non-habitual prisoners sentenced to more than one month and not exceeding six months by the Criminal Courts in the Districts of Palghat, Malappuram and Trichur shall be confined in the District Jail, Kozhikode.

Special Sub Jail, Viyyur

(vii) The following kinds of prisoners may ordinarily be confined in the Special Sub Jail:—

- (i) All persons committed to custody during remand and pending trial or preliminary investigation before the Magistracy or Session Court;

(ii) All non-habitual criminal prisoners sentenced to imprisonment for 3 months and under and habitual prisoners sentenced to one month and below;

(iii) Prisoners from Central Prisons summoned to give evidence in courts; and

(iv) Prisoners in custody enroute through one station to another.

(viii) The following are the Sub Jails:—

At Trivandrum, Attingal, Quilon, Kottarakara, Pathanamthitta, Mavelikara, Alleppy, Ernakulam, Mattancherry, Alwaye, Muvattupuzha, Peermade, Devicolam, Ponkunnam, Kottayam, Meenachal, Irinjalakuda, Chowghat, Alathur, Palghat, Ottappalam, Perinthimanna, Manjeri, Tirur, Ponnani, Quilandy, Badagara, Tellicherry, Manantoddy, Vaithiri, Cannanore and Kasaragod.

Sub Jails shall be the ordinary place of confinement for the following classes of Prisoners and no other Prisoners shall be confined in them except for special reasons and as a temporary measure:—

(a) All persons committed to custody during remand and pending trial or preliminary investigation before the magistracy or Sessions Court;

(b) Prisoners from Central Prison and District Jail and Special Sub Jail summoned to give evidence in Courts; and

(c) Prisoners in custody enroute through one station to another.

(d) All Criminal prisoners sentenced to or to undergo imprisonment for one month and; under

(e) In stations where there is no Sub Jail, prisoners referred to in Clause 'C' of sub rule (viii) shall be kept in Police Station lock-up.

In the Sub Jail, Trivandrum no convicted prisoners and female under-trials and remand prisoners be confined except for temporary custody when their admission in the Central Prison, Trivandrum is prevented being a holiday or the time for admittance is over.

In Sub Jail, Cannanore also no female prisoners whether convicted, under-trial or remand be admitted and such prisoners be admitted in the Central Prison, Cannanore.

Jail Training School, Trivandrum

8. This institution, is intended to impart training to the warder staff of the Department in Correctional administration, for a period as fixed by Government from time to time.

CHAPTER III

INSPECTOR GENERAL OF PRISONS

Statutory Provision

Under Section 3 of the Prisons Act (IX of 1984) and Section 3 of the Travancore-Cochin Prisons Act 1950 (Act XVIII of 1950) an Inspector General of Prisons shall be appointed by the State Government and he shall exercise, subject to orders of State Government, the general control and superintendence of all Prisons and Jails situated in Kerala State.

Control of expenditure

9. (i) Subject to the Rules and orders of Government in the Finance Department and to the requirements of the Accountant General the expenditure of the Jails Department shall be controlled by the Inspector General of Prisons.

(ii) He shall annually submit to Government in the Finance and Administration Departments the prescribed budget of charges and receipts despatching the same on the dates and in the manner prescribed in the Kerala Financial and Account Code.

(iii) At the commencement of each financial year he shall distribute the total Budget allotment among the several Prisons/Jails and other institutions under him.

Power to sanction expenditure

10. (a) The Inspector General of Prisons is authorised to sanction all expenditure within the Budget allotment.

(b) He may sanction the payment of a reward to any subordinate Jail official up to a limit of Rs. 25 any service of special merit.

(bb) He shall be competent to sanction purchase of spectacles and dentures for the use of the prisoners at Government cost, on the recommendation of the Medical Officer of the Prison concerned on the strength of the report from the Superintendent of the Prison,

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when the prisoner concerned has neither wages amount nor private cash to meet the cost thereof.

(c) G. O. MS. No. 85/77/Home dated 28-6-1977 Sub Rule deleted as per Government Notification No. 381/73/B3/65-2/Home dated 24-12-1965.

(d) He is authorised to countersign Contingent Bills of Subordinate Officers.

(e) He is authorised to countersign Travelling Allowance Bills of all the Subordinate Officers.

(f) He is authorised to sanction petty purchases not exceeding Rs. 2000.

(g) He may also sanction rewards to private persons effecting or assisting the recapture of an escaped prisoner as follows:—

If the sentence was one of death or life imprisonment Rs. 1000; if the sentence was 2 years and upwards or confinements in default of security for the same period, Rs. 50. If the prisoner was under trial the reward equal to what would be payable where the prisoner convicted of the offence charged and sentenced to the maximum penalty.

(h) He is authorised to sanction the purchase of books for the use of the Department if the expenditure will be covered by provision in the Budget.

(i) He is authorised to sanction to subscribe for dailies for prisoners at the rate of one daily for every 25 prisoners.

(j) To sanction right off of irrecoverable arrears of revenue and other irrecoverable amounts up to Rs. 2000 in each case subject to an annual limit of Rs. 10,000 and after other conditions laid down in G. O. (P) 400/58 dated 31-3-1958 are satisfied. Right off of unservicable articles of Stores, is also subject to Rules in Articles 167 to 168 of Kerala Financial Code Volume I.

(k) He is authorised to sanction the sale by auction or use of the Jail of the dead-trees standing in the Jail compound; the auction sale being conducted after due publicity by Notification in the Government Gazette or otherwise.

(l) To sanction purchase of Stores and raw-materials required for the Industries of the Jails up to Rs. 50,000 at a time observing Store Rules and subject to Budget provision.

(m) To sanction purchase of seeds, seedlings and manures for the Jail gardens up to an amount of Rs. 2000 at a time subject