

**THE MANUAL FOR PROVIDING INFORMATION TO THE PUBLIC IN
RESPECT OF TAMIL NADU PRISON DEPARTMENT
UNDER THE RIGHT TO INFORMATION ACT, 2005**

1. INTRODUCTION

The Government of India have enacted the Right to Information Act, 2005 (Central Act 22 of 2005) to provide for setting out a practical regime system of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

2) Under section 4 of the Right to Information Act, 2005 every public authority is required to disclose information voluntarily on the points mentioned therein keeping in mind the requirements of common people at various levels, this detailed manual is prepared for providing information to the public.

The main objective of this manual is

- To publish to maximum extent the information that will be of interest to the common people so that the need for requesting information becomes minimal.
- To provide information to the common public voluntarily and easily

3) This manual is intended to give required information to all those whose friends/relatives is/are confined in Prison of this State, legal practioners, N.G.O.s who wish to take up rehabilitation and welfare activities for prisoners, students who pursue their career in social work, criminology and law and anybody who is interested in the reformation, rehabilitation and after care of prisoners.

This manual is intended to provide information on the following points:

1. **Chapter: 2** Particulars of Organization, Functions and Duties
2. **Chapter 3** Powers and Duties of Officers and Employees
3. **Chapter 4** Rules, Regulations, Instructions, Manual and Records for discharging functions.
4. **Chapter 5** Particulars of any arrangements that exists for consultation with, or representation by the members of public in relation to the formulation of its policy or implementation thereof.

5. **Chapter 6** A statement of the categories of documents that are held by it or under its control.
6. **Chapter 7** A statement of Boards, Council, committees and other bodies constituted as its part
7. **Chapter 8** The names, designation and other particulars of the Public Information Officers of the Prison Department
8. **Chapter 9** Procedures followed in decision making process in the Prison Dept
9. **Chapter 10** Directory of Officers and Employees of the Prison Dept
10. **Chapter 11** The monthly remuneration received by each of its officers and Employees, including the system of Compensation as Provided in regulations.
11. **Chapter 12** The Budget allocated to each agency (Particulars of all plans, proposed expenditures)
12. **Chapter 13** The manner of execution of subsidiary Programmes
13. **Chapter 14** Particulars of Recipients of Concessions, permits or authorization granted by the dept
14. **Chapter 15** Norms set by the dept for the discharge of the functions
15. **Chapter 16** Information available in an electronic form
16. **Chapter 17** Particulars of the facilities available to citizens for obtaining information.
17. **Chapter 18** Other useful information

2. Contact Person

If anyone wants more information on the topics covered in this handbook as well as any other information please contact:

Personal Assistant (Administration)

Office of the Additional Director General of Prisons
C.M.D.A. Tower II, NO.1, Gandhi Irwin Road,
Egmore, Chennai- 600 008
Telephone Numbers: 044 – 28521306 / 28521512

3. Definitions of various terms used in this handbook

- **Prison**

Any jail or place used permanently or temporarily under the general or special orders of a State Government for the detention of prisoners, and includes all lands and building appurtenant thereto, but does not include.

(a) any place for the confinement of prisoners who are exclusively in the custody of the police;

(b) any place specially appointed by the State Government under section 541 of the Code of Criminal Procedure 1882: or

(c) any place which has been declared by the State Government , by general or special order, to be a subsidiary jail;

- **Remission System**

The rules for the time being in force regulating the award of remission of sentence so as to shorten the sentences of, prisoners in jails.

- **Prohibited article**

Any article introduced or removed into or out of a prison is prohibited by the rules of prison.

- **Prisoner**

Any person duly committed to custody under the writ, warrant or order of any court or competent authority exercising criminal or civil or revenue jurisdiction including any of the houses of Parliament or State Legislature

- **Adolescent Prisoner**

Any person

a) who has been convicted of any offence punishable with imprisonment or who having been ordered to give security under section 117, Code of Criminal Procedure 1973 (Central Act 2 of 1974) has failed to do so and who at the time of such conviction or failure to give security, is not less than 16 years in the case of boy and not less than 18 years in the case of a girl but not more than 21 years of age in both cases

b) who has been committed to prison custody during the pendency of his trial and who at the time of commitment, is not less than 16 years nor more than 21 years of age.

- **Adult Prisoner**

Any prisoner who is more than 21 years of age.

- **Civil Prisoner**

Any prisoner who is not a criminal prisoner

- **Casual Prisoner**

A convicted Criminal prisoner other than a habitual prisoner.

- **Convicted criminal prisoner**

Any criminal prisoner under sentence of a Court or Court – martial, and includes a person detained in prison under the provisions of the code of Criminal Procedure 1973 or under the Prisoners Act, 1900

- **Detenue**

Any person detained under the various detentions Act such as the conservation of foreign exchange and prevention of smuggling activities Act 1974 (Central Act 52 of 1974, Prevention of illicit traffic in Narcotic drugs and Psychotropic Substances Act 1988, The National Security Act. 1980, Tamil Nadu prevention of Dangerous Activities of Bootleggers, Drug offenders, Goondas, Immoral Traffic Offenders and Slum- grabbers act, 1982 (Tamil Nadu Act 14 of 1982).

- **Remand Prisoner**

A person who has been remanded to prison custody pending investigation by the Police for trial by the Court for whom charge sheet is yet to be filed.

- **Under trial Prisoner**

A person who has been committed to prison custody pending trial by the court for whom a charge sheet has been filed.

- **Leave**

A short or long leave granted to the Prisoners to visit his home to attend his family exigencies.

4. Procedure and Fee Structure for getting information not available in the hand-book.

If any person wants more details which are not available in this manual, he may get the same from the Assistant Public information Officers/Public Information Officer, Office of the Additional Director General of Prisons, Chennai – 600 008 mentioned in Chapter -8 of this manual by paying the requisite fee as mentioned below

Fees:

Every application for obtaining information under sub-section(1) of section 6 of the Act shall be accompanied by an application fee of Rs. 50/-(Rupees Fifty only) by cash or by Demand Draft or Bankers' Cheque favouring the appropriate authority and payable in the area where the office concerned is situated.

For getting the information under sub-section(1) of section 7 of the Act, a fee shall be paid by way of cash against proper receipt or by demand draft or banker's cheque payable in the designation of the officer concerned at the following rates.

- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied
- (ii) Actual charge or cost price of a copy in larger size paper.
- (iii) Actual cost or price for samples or models; and
- (iv) For inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

For providing the information under sub-section (5) of section 7, the fee shall be paid by way of cash against proper receipt or by demand draft or banker's cheque payable in the following head of account at the following rates.

- (i) for information provided in floppy diskette or floppy Rupees fifty per diskette or floppy; and
- (ii) for information provided in printed form at the price fixed for publication.

CHAPTER – 2

Particulars of Organisation, Functions and Duties

1. Objective Of the Department

Prisons serve the public by keeping in safe custody those committed by the courts and treating them with humanity and helping them to lead a useful life in society as a law abiding citizen after their release from the Prison. The theory of Reformation and Rehabilitation is followed in the Prisons of this State.

2. Brief of the Department

The Additional Director General of Prisons is the Head of Department who is an I.P.S. Officer in the rank of Additional Director General of Police. He is assisted by one Deputy Inspector General of Prisons at Headquarters and 4 Deputy Inspector General of Prisons at the Range and one Chief Probation Superintendent in the Probation Branch. There are 10 Superintendent of Prisons and two lady Superintendent for two women Prisons. Each Central Prison exercises control over Sub Jails situated in Districts under its jurisdiction. The Sub Jails are administered by an Assistant Jailor who is designated as Superintendent of Sub Jail.

The Administration of prisons is accorded utmost priority by Government. Concerted efforts are taken to improve the all round welfare measures of prisoners and basic infrastructure facilities. While strengthening the safety and security of Prisons, administrative changes are being made in Prisons. The establishment of Prisoners' Adalat in the Prisons of this State is the first of its kind in the country.

3. Category of Prisons:

There are Eight Central Prisons for confining convict and under trial prisoners, one Central Prison for habitual offenders, one Borstal School for Youth Offenders (Aged 16 to 23 years), One Open Air Jail, 4 Special Sub Jails for men and 3 Special Sub-Jails for Women, 104 Sub Jails for men and 9 Sub-Jails for Women and two Special Prisons for Women. The capacity of Central Prison ranges from 723 to 2517, Six Special Sub Jails from 84 to 224, Sub Jails from 18 to 143, Special Prison for Women 93 to 412, Open Air Jail is 100 and that of Borstal School is 405.

5. Jurisdiction of Prisons:

The location and the district jurisdiction of Central Prisons are as follows:

Location	Jurisdiction [Districts Covered]
Central Prison Chennai	Chennai
Central Prison Puzhal	Thiruvallur & Kanchipuram
Central Prison Vellore	Vellore, Thiruvannamalai, Dharmapuri & Krishnagiri
Special Prison for Women, Vellore	Chennai, Kancheepuram, Thiruvallur, Salem, Namakkal, Dharmapuri, Coimbatore, Erode, Nilgiris, Cuddalore, Villupuram, Thiruvannamalai, Vellore, Thanjavur, Tiruvarur, Nagapattinam Villupuram, Cuddalore
Central Prison Cuddalore	Nagapattinam, Villupuram & Cuddalore
Central Prison Salem	All Habitual Offenders and Habitual Prison Offenders of this State.
Central Prison Trichy	Trichy, Karur, Perambalur, Pudukkottai, Thanjavur, Nagapattinam and Thiruvarur Trichy, Perambalur, Karur,
Special Prison for Women, Trichy	Pudukkottai, Madurai, Virudhunagar, Sivagangai, Dindugal, Theni, Tirunelveli, Thoothukudi, Kanniyakumari and Ramanathapuram
Central Prison Madurai	Madurai, Virudhunagar, Sivagangai, Dindugal, Theni and Ramanathapuram
Central Prison Palayamkottai	Tirunelveli, Thoothukudi, Kanniyakumari
Central Prison Coimbatore	Coimbatore, Erode, Salem Namakkal & The Nilgiris
Borstal School Pudukkottai	All young offender (18 to 23 Years) of the State

6. Probation Branch:

The Probation branch which is headed by Chief Probation Superintendent, is responsible for the implementation of the Probation of Offenders' Act, 1958 and also for rehabilitation of prisoners. There are twelve Regional Probation Officers and 96 Probation Officers in this Branch. They make enquiries regarding the behaviour pattern of the offenders and the environmental conditions in which they live and submit report to the courts when called for apart from supervising the behaviour of the offenders released prematurely on bond or the inmates released on license and also of the inmates who are discharged from the Borstal School, Approved Schools and Vigilance Homes, etc. They also arrange financial assistance through Nationalized Banks to the Discharged prisoners for their rehabilitation. This State was the first to implement Probation under Madras Probation of offenders Act, 1936

7. Address of the Head Office:

Office of the Additional Director General of Prisons,
 CMDA Tower-II, 1st and 2nd floor
 No.1 Gandhi Irwin Road, Egmore,
 Chennai – 600 008.

8. Office hours:

1. Office of the Addl. Director General of - 10.00 a.m. to 5.45 p.m.
 Prisons (except all Saturdays,
 Sundays and Government
 holidays)
2. Central Prisons and Sub-Jails - 10.30 a.m. to 5.00 p.m.
 (except second Saturdays,
 Sundays and all Prison holidays)

CHAPTER – 3
THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

1. ADDITIONAL DIRECTOR GENERAL OF PRISONS

The Additional Director General of Prisons is the head of the Prison Department and shall subject to such general or special orders as may be issued by the Government from time to time exercise control and superintendence over all prisons in the State and is responsible for the internal management and economy of the Prison Department.

[a] Channel of communication:

The Additional Director General is the channel of communication between the Government and the subordinate officers in the Prison Department.

[b] Control of expenditure.

- Subject to the rules and orders issued by the Government in the Finance Department from time to time and with reference to the requirements of the Accountant-General, the expenditure of the Prison Department is controlled by the Additional Director General.
- He shall annually submit to Government in the Finance Department and the Administrative Departments, the prescribed budget of charges and receipts on or before the due dates as may be prescribed by Government from time to time.
- He shall distribute the total budget allotment among the Prisons in the State.
- He shall audit all bills for expenditure, except bills for charges relating to-
 - i. public works;
 - ii. stationery supplied by the Stationery Department; and
 - iii. medicines supplied by the Officer-in- charge of the Tamil Nadu Medical Services Corporation

[c] Financial powers: He shall have and exercise all the financial powers conferred on him by Tamil Nadu Financial Code and also other powers conferred by Government from time to time.

[d] Power to sanction contracts: He is authorised to sanction all contracts necessary for the due and economical administration of the Prisons under his control.

[e] Institution of civil suits: He is authorized to sanction the institution of any civil suit for money due to the Prison provided he is satisfied that the claim is well founded and the debtor is possessed of property against which a decree, if obtained, could be executed.

[f] Inspection of Prisons by Additional Director General.

He shall visit every Central Prison, Special Prison for Women, Vellore and Open Air Prisons and also Special Sub Jails frequently but not less than once in a calendar year. During one such visit he shall carry out a full inspection of fifty percent of these institutions in each Range in accordance with the questionnaire approved by Government.

2. DEPUTY INSPECTOR GENERAL OF PRISONS (HEADQUARTERS)

- He shall be the authority to order the transfer of prisoners from one Central Prison to another, whenever necessary due to overcrowding or on disciplinary grounds or on medical grounds or on medical grounds except the transfer of casual prisoners on disciplinary grounds either to Central Prison Salem or Cuddalore. He shall submit a monthly return of such transfers to the Inspector General of Prisons
- He shall review the full employment and utilization of the energies of all able bodied convicted prisoners in some productive works every month and put up detailed notes thereon to the Inspector General of Prisons.
- He shall attend to all correspondence relating to parole leave/ premature release to prisoners.
- He shall attend to all matters relating to legal aid to prisoners and their welfare.
- He shall be the authority to grant permission to students to visit Prisons for study / research purpose
- He shall review the inspection notes of the Chief Probation Superintendent and put up to the Additional Director General of Prisons for perusal.
- He shall visit / inspect atleast 2 Sub Jails in each of the four ranges in a year.
- He shall attend to all matters relating to Sub Jails and other manuals and scrutinize them so as to update them in tune with current situation.
- He shall initiate proposals for starting of new industries.
- He shall be the authority for the collection / review and sending of all statistical reports / periodicals to be received from subordinate offices / administration reports of various institutions under the control of the Prison Department.

- He shall be the authority to sanction the purchase of civil store articles for a prison or Borstal School up to a limit of Rs.500/- [Rupees Five Hundred only] for any one article at a time and Rs.1000/- [Rupees One Thousand only] for more than one article at the same time.
- He shall sanction indents for the supply of clothing and bedding, soaps and other articles of issue to the prisoners across range.
- He shall sanction the indents for the supply of uniforms to 1st Grade Warders, 2nd Grade Warders, Chief Head Warders and Assistant Jailors
- He shall sanction the supply of other uniform materials to the wardes staff.
- He shall sanction the uniform allowances from Deputy Jailor upto Superintendent of Prisons
- He shall counter sign the indents made for the supply of medicines to the Prison hospital and forward them to the agencies concerned for effecting the supply.
- He shall sanction the local purchase of medicines for the use of Prison hospital during emergencies, upto Rs.2000/- [Rupees Two Thousand only] per month.
- He shall review the notes of inspection and visits of Sub Jails received from the Superintendent of Prisons and put up to the Additional Director General of Prisons.
- He shall be the authority to sanction the payment of advertisement charges to the advertising agencies for the advertisement released by the Prison Department.
- He shall be the authority to sanction the condemnation of civil stores articles, plant and tools and write off of book value upto a limit of Rs.5000/- [Rupees Five Thousand only].
- He shall also sanction repair charges on civil stores upto Rs.1000/- [Rupees One Thousand only] at a time subject to availability of budget provision.
- He shall be the authority to accord sanction for the purchase and repairs of all sundry articles for the Sub Jails
- He shall assist to the Additional Director General of Prisons in his work connected with the management and Superintendent of Prisons and Prison Officers and in addition, he shall also attend to the other items of works connected therewith as may be assigned

to him by the Additional Director General of Prisons from time to time.

3. RANGE DEPUTY INSPECTOR GENERAL OF PRISONS

The Duties of the each of the four Range Deputy Inspector General of Prisons are as follows:

- He shall be a touring officer for the purpose of making inspections and visits to the institutions and visits to the institutions under his jurisdiction.
- He shall be the authority to verify the articles set part from condemnation in respect of the institutions under his jurisdiction and to certify as to the fitness for their condemnation.
- He shall be the authority to order the transfer of prisoners from one Central Prison to another under his jurisdiction whenever necessary due to overcrowding or on disciplinary grounds except the transfer of a prisoner on disciplinary grounds from a casual to the habitual prison, subject to ratification by the Additional Director General of Prisons.
- He shall inspect annually the Special Sub Jails and Open Air Prison under his jurisdiction.
- He shall inspect 50% of the Sub Jails and also make visits to the other 50% of the Sub-Jails under his jurisdiction once a year.
- He shall conduct annual stock verification of stores in respect of the institutions under his jurisdiction.
- He shall be the authority to do surprise stock verification of all the institutions under his jurisdiction.
- He shall be authority to grant ordinary leave to prisoners undergoing imprisonments in the institutions under his jurisdiction subject to the conditions specified in the Tamil Nadu Suspension of Sentence Rules 1982.
- He shall exercise the power of making good service entries in the Service Registers of the custodial staff of the institutions under his jurisdiction.
- He shall exercise all powers of an appellate authority in respect of punishment imposed by the Superintendents of Central Prison, Borstal School, Special Prison for Women and Controlling Officers of Special Sub Jails, Open Air Prisons, Chief Probation Superintendent and other institutions under his jurisdiction.

- Provided that the Additional Director General may act as an appellate authority himself in any case, if necessary.
- He shall execute contracts settled by the Additional Director General of Prisons and countersign all agreements bonds entered into for and on behalf of the Prison Department in respect of the institutions in his jurisdiction. He shall also open the annual tenders for the supply of articles to the Sub Jails under his jurisdiction.
- He shall perform any other duty assigned by the Government or by the Additional Director General of Prisons from time to time.

4. SUPERINTENDENT OF PRISONS

[a] General duties of Superintendent.-

- The Superintendent is the officer in-charge of the Prison.
- He shall be responsible for the implementation of the policy of the Government pertaining to prison administration, the care and welfare of the prisoners and their proper training for rehabilitation in society. He shall plan, organize and control all the institutional programmes, activities and operation. He shall endeavour to develop an institutional atmosphere for correctional work. He shall also exercise general supervision over security and custody arrangements and have custody of secret and confidential documents.
- He shall make himself thoroughly acquainted with these rules and with the Acts and Regulations relating to prisons and shall be strictly responsible for the carrying out of all such rules and statutory provisions and the execution of all sentences on prisoners committed to his charge.
- Every order of a Superintendent shall be subject to the revision of the Additional Director General.
- He shall also supervise the employment of prisoners, production programmes and also prisoner's vocational training.
- He shall be responsible for the weighment of raw materials in purchase, checking of unsatisfied indents and conduct of surprise check, and shall be responsible for personnel matter, staff welfare and the discipline.
- He shall also be responsible for educating the institutional personnel regarding current policies and correctional methods.
- He shall visit the prison once in the forenoon and once in the afternoon of every working day and on Sundays and holidays also

whenever special circumstances render it desirable that he should do so. At least twice a month, he shall visit the prison at night and satisfy himself that the guarding is being properly performed and that everything is in order.

- At least on two days in a week, the Superintendent shall visit the prison hospital and enquire about the welfare of the sick prisoners confined therein. He shall also consider any representation made by the sick prisoners.

[b] Weekly inspection of prisoners: On a day in each week which shall usually be on Monday, the Superintendent shall hold an inspection parade of all prisoners in the morning at which the Medical Officer shall also be present.

At each such parade, the Superintendent shall satisfy himself-

- (a) that every prisoner is properly classified as provided in rules in that behalf;
- (b) that every prisoner is provided with proper clothing and bedding;
- (c) that the provisions of the remission rules are understood by the prisoners; and
- (d) that the rules and orders applicable to prisoners are being duly carried out.

The Superintendent shall at every such parade, hear and inquire into any complaints that the prisoners may wish to make. It shall be his duty to listen to complaints and petitions of prisoners in a patient and considerate manner, and to afford prisoners reasonable facilities for making such representations.

[c] Exercise of financial powers by Superintendent of Central Prisons in respect of other prisons: The Superintendent of Central Prisons shall exercise all powers in financial matters in respect of the Special Sub-Jails, Open Air Prisons and Sub-Jails attached to his Prison besides being the controlling authority and shall carry out the orders of the Additional Director General and the Range Deputy Inspector General that may be issued from time to time regarding the administration of the respective prisons.

5. ADDITIONAL SUPERINTENDENT OF PRISONS

The duties assigned to the Additional Superintendent are detailed below:-

- Admission and release of prisoners after verification and checking of committal warrants;
- Disbursement of batta, subsistence allowance bus and railways fares, etc., to released prisoners and attesting of entries in the cashbook, permanent advance register and prisoner's cash property register;
- Minor correspondence relating to prisoners;
- Checking of Appeal Registers;
- Attending to release on bail, appeal, fine payment, etc.;
- Attending to correction of sentences;
- Production of prisoners in courts;
- Checking the issue of raw materials to various workshops according to data;
- Checking of stock book of raw materials and stock book of manufactured articles;
- Attending weekly inspection parade of prisoners along with the Superintendent;
- Checking the Ration Stock Book;
- Weighments of ration articles on purchase, subject to supervision by the Superintendent
- Any other work assigned by the Superintendent from time to time;
- Visit to the prison once in the forenoon and once in the afternoon every working day and on Sundays and holidays when special circumstances render it desirable;
- Visit to prison at night once in a week to satisfy himself that the guarding is being properly done and that every thing is in order, and submit a compliance report to the Superintendent;
- Attend to unlocking and lock-up once in a week, and check all aspects normally checked by the Jailor on other days. It shall be so arranged in consultation with his Jailor under specific orders of the Superintendent;
- Checking that all rules, instructions, etc., are being followed at locking time, that sufficient warders are posted for the security, that senior warders are detailed for telltale clock duties, that proper lighting is there, and also ensure spare telltale clock is always kept ready. He will attend to this once in a week;
- Supervising once in a fortnight the lock-up of high security prisoners like condemned prisoners, naxalite, terrorists prisoners etc.;
- Segregating prisoners who are escape or discipline risk and prisoners of known bad character and report to the Superintendent;
- Seeing that the walls, buildings, gates, dormitories, cells, hospital area and other places of the prison are properly secured and ensure a system of good lighting in and around the prison;
- Ensuring to place sentries in blocks where notorious prisoners are confined;
- Bringing it to the notice of the Superintendent wherever the guarding arrangements are not satisfactory through his report book;

- Visiting the prison hospital two days in a week other than those on which the Superintendent makes such visits. Such an arrangements shall be made in consultation with the Superintendent as part of duty allotment;
 - Bringing it to the notice of the Superintendent any defalcation of duty on the part of the prison staff;
 - Checking atleast twice in a week the ration issued to the kitchen and satisfy himself that correct quantity is issued;
 - Going around the Jail, atleast twice in a week, at odd hours and ensure that the sentries are posted correctly and are alert. He will also check that the other checking / supervisory subordinate officers have made proper rounds of check of these sentries;
 - Keeping a report book in which he shall
 - record the duties performed by him on every day and submit the same to the Superintendent;
 - bring it to the notice of the Superintendent that his assessment in general on the discipline among the staff and prisoners;
 - record any inadequacy on the security arrangements and suggest guidelines to set right things, wherever necessary; and
 - bring it to the notice of the Superintendent any other matter of importance.
- Exercising general supervision of the Remission Section in the prison office and frequent and periodical check over all registers and records of the Remission Section;
 - Supervising the work of his subordinate officers, viz., the Jailor, Deputy Jailor, Assistant Jailor and Chief Head Warders in respect of the executive work attached to them along with the supervision of all registers being maintained by them and initial them in token of having checked them.

6. JAILOR

[a] General duties of Jailor: The Jailor is the chief executive officer of the prison and is subordinate to the Superintendent. He shall also be subordinate to the Additional Superintendent and assist him wherever necessary. He shall be generally responsible for observance of all prescribed rules and orders; responsible for observance of all prescribed rules and orders; supervision over security, custody and discipline, supervision over care and welfare of prisoners; supervision over personnel matters, staff discipline and staff welfare. He shall assist the Superintendent in all matters pertaining to institutional management, inspection of kitchen and canteen, visit to hospital, admission and release work, prison manufactures, classification of prisoners and their training, etc.

[b] Maintenance of discipline- The Jailor's first is the maintenance of discipline among prisoners and subordinates. For this purpose he shall always be present at the prison during the day except when he leaves it for his meals, to attend a court of Justice, to avail the off-day one a week or on permission from the Superintendent.

[c] Daily Inspection: The jailor shall visit every part of the prison daily and shall see every prisoner at least once in every 24 hours.

[d] Specific Duties of Jailor.-

(1) The Jailor shall see that prisoners are clean in their persons and clothes and that they have the authorized amount of clothing and bedding and no more.

(2) He shall, at uncertain times but at least once a week, cause every prisoner and all clothing, beddings, workshops, wards and cells to be thoroughly searched.

(3) He shall be responsible for the execution of all orders regarding the labour of prisoners. He shall assign to each prisoner his work on the recommendation of the Classification Committee constituted in each Central Prison for this purpose.

(4) He shall supervise the cultivation of the garden and be responsible for the adequacy of the supply of vegetables. He shall supervise the prison farm and all other outside operations.

(5) He shall jointly with the Medical Officer be responsible for the proper preparation and distribution of food to prisoners.

(6) He shall supervise the working of the warder guard. At least once a week, at uncertain time, he shall visit the prison after 8.00 p.m. and satisfy himself that the standing guard is present, the sentries posted are on the alert, and that the rounds are properly maintained.

(7) He shall be responsible for custody of all warrants and for the strict enforcement of their terms and that no prisoner on any account be released before his due time or kept in prison beyond the termination of his sentence.

(8) The Jailor shall exercise general supervision of the prison office. He shall exercise frequent and periodic check over all the registers and other records of the Remission Section of the office as well as the stock, indents, order book for supply of finished goods, transit registers and other connected records of the Manufactory section.

CHAPTER – 4
Acts, Rules, Regulations, Instructions, Manual and Records for discharging functions

1. ACTs

- i. **The Prisons Act, 1894 (Central Act IX of 1894)**
 Law regulating Management and Superintendence of Prisons
- ii. **The Prisoners Act, 1900 (Central Act, No.III of 1900)**
 Law relating to Prisoners confined by order of a court.
- iii. **The Prisoners (Attendance in Courts) Act, 1955 (Central Act XXXII of 1955)**
 An Act to provide for the attendance in Courts of persons confined in prisons for obtaining their evidence or for answering a Criminal charges)
- iv. **The Transfer of Prisoners Act, 1950 (Central Act XXIX of 1950)**
 An Act to provide for the removal from one state to another of persons confined in a prison)
- v. **The Identification of Prisoners Act, 1920 (Central Act No.XXXX of 1920)**
 An Act to authorize the taking of measurement and photograph of convicts and others.
- vi. **The Madras Bostral Schools Act, 1925 (Madras Act V of 1926**
 An Act to make provision for the establishment and regulation of Borstal Schools for the detention and training of adolescent offenders
- vii. **The Probation of Offenders Act, 1955 (Central Act No.XX of 1958)**
 An Act to provide for the release of offenders on probation or after due admonition and for matters connected therewith.
- viii. **The Mental Health Act, 1987 (Central Act No.XIV of 1987)**
 An Act to consolidate and amend the laws relating to the treatment and care of mentally ill persons, to make better provision with respect to their property and affairs and for matters connected or incidental thereto.

2. RULES**i. Tamil Nadu Prison Rules, 1983**

Rules framed under Section 59 of the Prisons Act, 1894 for the Inspection, Superintendence and Management of Prisons in Tamil Nadu

ii. Tamil Nadu Subsidiary Jail Manual

Rules framed under Section 59 of the Prisons Act, 1894 for the Inspection, Superintendence and Management of Subsidiary Jails in Tamil Nadu

iii. The Tamil Nadu Suspension of Sentence Rules, 1982

Rules governing the grant of emergency and ordinary leave to prisoners in Tamil Nadu

iv. The Tamil Nadu Prisoners (Attendance in Courts) Rules, 1982

Rules made under section 8 of the Prisoners (Attendance in Courts) Act, 1955 to provide for the attendance in courts of persons confined in prison for obtaining their evidence or for answering the criminal charge in Tamil Nadu

v. Rules under Madras Borstal Schools Act, 1925

Rules made under Section 4 of the Madras Borstal Schools Act, 1925

CHAPTER – 5

Particulars of any arrangement that exists for consultation, with or representation by the member of the public in relation to the formulation of its policy or implementation thereof.

The Prison Department has no direct public interface. This dept is entrusted with the twin objectives of maintenance of strict security and discipline inside the prisons and implementation of different reformative and correctional programmes for the prison inmates.

CHAPTER – 6

A Statement of the categories of document that are held by it or under its control

Sl No	Category of the Document	Name of the Documents and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Convict Register	Register of convicts admitted and released from Prisons	By application to the Asst Public Information Officer in the institution concerned	The Superintendent of Prison concerned
2	Under trial Register	Register of under trials admitted and released from Prisons	-Do-	-Do-
3	Register of Civil Prisoners	Register of civil prisoners admitted and released from Prisons	-Do-	-Do-
4	Register of prisoners to be released	Register showing the prisoners to be released after completion of sentence	-Do-	-Do-
5	Diary of convicts released and the amounts paid to them	Details of convicts released and amount of money if any paid to them	-Do-	-Do-
6	Register of petitions from prisoners	Register showing the petitions received by the office from the prisoners	-Do-	-Do-
7	Registers of convict prisoners sent to court	Court Production Diary	-Do-	-Do-
8	General abstract of all classes of prisoners	Abstract of all classes of prisoners lodged in the prison	-Do-	-Do-
9	Labour Register	Details of labour assigned to each prisoner	-Do-	-Do-
10	Clothing and Bedding Register	Details Stock book of clothing and bedding issued to prisoners	-Do-	-Do-
11	Conduct Book	Prisoners conduct book	-Do-	-Do-
12	Register of warder's uniform received and issued	Uniform issue register	-Do-	-Do-
13	Stock book of all civil stores	Stock book of all civil stores available in prison	-Do-	-Do-

14	Register of Security Deposits by Officials and Contractors	Register showing the Security Deposits by Officials and Contractors paid to Government	-Do-	-Do-
15	Stock Book of Stationery	Register of stationery articles available in the prison	-Do-	-Do-
16	Stock Book of Forms	Register of forms available in the prison	-Do-	-Do-
17	Purchases Book	Register showing the purchases of raw materials for the manufactory section	-Do-	-Do-
18	Stock Book of Raw materials	Stock book of raw materials maintained in Manufactory section	-Do-	-Do-
19	Stock Book of Manufactured Articles	Stock book of finished goods maintained in Manufactory section	-Do-	-Do-
20	Register of orders for execution in Manufactory Dept.	Register showing the purchase orders received in Central Prison to be maintained in Manufactory section	-Do-	-Do-

CHAPTER – 7**A Statement of boards, council, committees and other bodies constituted as its part****1. Board of Visitors**

The official and non official visitors of a Prison shall constitute a board of which the Collector of the district and the Commissioner of Police in the city of Chennai shall be Ex-officio chairman.

a. The function of the Board of Visitors shall be

1. to visit the Prison periodically
2. to attend to request of inmates pertaining to their care and welfare
3. to held the administration in correctional matters
4. to enter any observation in the visitors book about their visit to the Prison.

The following officers shall be ex-officio visitors of the Prisons in their respective jurisdictions viz

1. District Collectors
2. Sessions Judges
3. Assistant Sessions Judges
4. Chief Judicial Magistrates
5. Sub Divisional Judicial Magistrates
6. Metropolitan Magistrates
7. Commissioner of Police, Chennai
8. Director of Medical Services and Family Welfare
9. Director of Medical Education, Chennai
10. The Assistant Director of Public Health and Preventive Medicine
11. District Health Officers
12. Municipal and Corporation Health Officers
13. District Educational Officers
14. Director of Agriculture Chennai
15. District Agriculture Officers
16. District Employment Officers
17. Director of Animal Husbandry, Chennai
18. District Veterinary Officers
19. Senior Fire Officer of the Town
20. Executive Engineer, North Presidency Division, Chennai
21. Executive Engineer Public Works Dept in the district.

On the basis of the recommendation of the District Collector, Additional Director General of Prisons will appoint Non Official visitors. As per the guidelines issued by the Government, the non-official visitors should be respectable, non-controversial, above caste, religion, politics, social minded etc.

b. Powers and Duties of Visitors

- It is the duty of the visitor to satisfy himself that the law and rules regulating the management of Prisons and prisoners are duly carried out in Prison.
- to visit all parts of the Prison
- to see all prisoners
- to give patient hearing to any complaint that any prisoner may make to him
- to call for and inspect any book or record in the Prison.

c. Term of office of Non – Official visitors

Central Prisons	– Three Years
Sub Jails	- Two Years

2. Advisory Board to consider premature release of convicts

As per rule 335 of the Tamil Nadu Prison Manual Vol II. there is an Advisory Board for each Central Prison & Special Prison for Women Vellore & Trichy for considering cases for premature release of prisoners undergoing imprisonment for life who have completed 14 years of actual imprisonment.

The Advisory Board for the City of Chennai consists of -

1. The Inspector General of Prisons / Additional Director General of Prisons [Chairman]
2. The Chief Metropolitan Magistrate, Chennai
3. The Commissioner of Police, Chennai
4. The Chief Probation Superintendent, Chennai
5. One or more Non-Official Members appointed by Government
6. The Superintendent Central Prison Chennai [Secretary]

In the mofussil, the Advisory Board consists of

1. The Inspector General of Prisons /Additional Director General of Prisons [Chairman]
2. The Sessions Judge of the Sessions Division in which the prisoner is situated.
3. The District Collector
4. The Chief Judicial Magistrate
5. The Regional Probation Officer of the Station
6. One or more Non – Official Members appointed by Government
7. The Superintendent of the Central Prison concerned [Secretary]

The Chief Metropolitan Magistrate in the city of Chennai, the District Collectors in other Districts, in the absence of the Inspector General of Prisons / Additional Director General of Prisons, shall preside over the meeting of the Advisory Board to consider the premature release of prisoners held in their respective jurisdiction.

As per section 433-A of the Code of Criminal Procedure, 1973 the cases of prisoners sentenced for imprisonment for life shall be placed before the Advisory Board only when they have served atleast 14 years of actual imprisonment.

The Advisory Board considers the cases of eligible prisoners for their premature release. The Board, considers the behavioural pattern and social conditions of the prisoners and recommends their case for premature release.

The minutes of the Advisory Board is recorded and signed by all the members of the Board. The recommendation of the Advisory Board will have to be forwarded to the Inspector General of Prisons / Additional Director General of Prisons and the Chairman, who in turn will forward the same to Government with his specific recommendation. The Government after considering all the factors will issue appropriate orders.

CHAPTER – 8**The names, designation and other particulars of the Public Information Officers**

Sl. No.	Category	Asst. Public Information Officer	Public Information Officer	Appellate Authority
		PRISON DEPARTMENT		
1]	Chief Office (Office of the Additional Director General of Prisons, Chennai-8)	Thiru.B.Ananda Rao, Office Superintendent, Phone: Off: 28521306 28521512	Thiru.V.Ramachandran, Personal Assistant (Admn.), Phone: Off: 28521306 28521512 Res: 26450140	Thiru.T.Kumarasamy, D.I.G. of Prisons (Hqrs), Phone: Off. 28521306 28521512 Per. 28521508 Res. 24313571
2]	Central Prison, Chennai.	Thiru.V.Karuppannan, Jailor. Phone: Off: 25368158 25368159	Thiru.P.Govindarajan, Addl. Superintendent, Phone: Off: 25368158 25368159 Res. 25369220	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
3]	Central Prison, Puzhal.	Thiru.M.Manickam, Jailor. Phone: Off. 26590615	Addl. Superintendent, Phone: Off. 26590615 Per. 26591100	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
4]	Central Prison, Vellore.	Thiru.R.Arivudainambi, Jailor. Phone: Off. 2220003	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
5]	Central Prison, Cuddalore.	Thiru.K.Murugesan, Jailor. Phone: Off. 235027	Thiru.P.Subramanian, Addl. Superintendent, Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons [i/c], Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
6]	Central Prison, Trichy.	Thiru.R.Jayaraman, Jailor. Phone: Off. 2333212	Addl. Superintendent, Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons [i/c], Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185

7]	Central Prison, Coimbatore.	Thiru.G.Sundararajan, Jailor. Phone: Off. 2303062	Thiru.K.Sadasivam, Addl. Superintendent, Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
8]	Central Prison, Salem.	Thiru.G.Shanmuga- sundaram, Jailor. Phone: Off. 2403551	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
9]	Central Prison, Madurai.	Thiru.K.Anandan, Jailor. Phone: Off. 2360031	Thiru.C.Kannan, Addl. Superintendent, Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons, Madurai Range. Phone: Off. 2361302 Per. 2362957
10]	Central Prison, Palayamkottai.	Thiru.A.Nijamuddin, Jailor. Phone: Off. 2531845	Thiru.Y.George Theodre Selwyn, Addl. Superintendent, Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons, Madurai Range. Phone: Off. 2361302 Per. 2362957
11]	Borstal School, Pudukkottai.	Deputy Jailor. Phone: Off. 222220	Deputy Superintendent, Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
12]	Special Prison for Women, Vellore.	Tmt.Lakshmi, Deputy Jailor. Phone: Off. 2220035	Tmt.Rajasoundari, Superintendent. Phone: Off. 2220035	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
13]	Special Prison for Women, Trichy.	Tmt.A.Allirani, Deputy Jailor. Phone: Off. 2333809	Tmt.K.Jayabarathi, Jailor. Phone: Off. 2333809	Thiru.B.M.Ezra, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
14]	District Jail, Dindigul.	Thiru.Manoharan, Deputy Jailor District Jail, Dindigul. Phone: Off. 2440155	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons, Madurai Range. Phone: Off. 2361302 Per. 2362957
15]	District Jail, Srivaikundam.	Thiru.Kanagaraj, Jailor.	Addl. Superintendent. Phone: Off. 256266	Thiru.B.M.Ezra, D.I.G. of Prisons, Madurai Range. Phone: Off. 2361302 Per. 2362957

16]	Special Sub Jail, Kokkirakulam.	Thiru.S.Arumugam, Deputy Jailor.	Thiru.Y.George Theodore Selwyn, Addl. Superintendent. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons, Madurai Range. Phone: Off. 2361302 Per. 2362957
17]	Special Sub Jail, Salem.	Tmt.K.Lakshmi, Deputy Jailor.	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
18]	Special Sub Jail, Trichy.	Thiru.A.Mariappa, Deputy Jailor.	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons [i/c], Trichy Range. Phone: Off. 2420366 Per. 2422065
19]	Special Sub Jail, Coimbatore.	Deputy Jailor.	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
20]	Special Sub Jail, Poonamallee.	Assistant Jailor. Phone: Off. 26272113	Thiru.P.Govindarajan, Addl. Superintendent, Central Prison, Chennai. Phone: Off: 25368158 25368159 Res. 25369220	Thiru.M.Chenthoor-pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
21]	Special Sub Jail, Nanguneri.	Tr.S.K.Raja Deputy Jailor. Phone: Off. 250759	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons, Madurai Range. Phone: Off. 2361302 Per. 2362957
22]	Special Sub Jail, Chengalpattu.	Not functioning.	---	---
23]	Sub Jail for Women, Saidapet.	Thiru.K.Rajendra, Assistant Jailor. Phone: Off. 22351601	Thiru.P.Govindarajan, Addl. Superintendent, Central Prison, Chennai. Phone: Off: 25368158 25368159 Res. 25369220	Thiru.M.Chenthoor-pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
24]	Sub Jail, Kancheepuram.	Thiru.R.Radhakrishnan, Assistant Jailor. Phone: Off. 223525	Addl. Superintendent, Central Prison, Puzhal. Phone: Off. 26590615 Per. 26591100	Thiru.M.Chenthoor-pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465

25]	Sub Jail, Thiruvallur.	Thiru.M.Durairaj Assistant Jailor. Phone: Off. 280118	Addl. Superintendent, Central Prison, Puzhal. Phone: Off. 26590615 Per. 26591100	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
26]	Sub Jail, Mathurantaga m	Thiru.R.Muthusamy Assistant Jailor. Phone: Off. 244354	Addl. Superintendent, Central Prison, Puzhal. Phone: Off. 26590615 Per. 26591100	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
27]	Sub Jail, Ponneri.	Thiru.V.Mathivanan, Assistant Jailor. Phone: Off. 273217	Addl. Superintendent, Central Prison, Puzhal. Phone: Off. 26590615 Per. 26591100	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
28]	Sub Jail, Tiruttani.	Thiru.Harikrishnan Assistant Jailor, Sub Jail, Tiruttani. Phone: Off. 280118	Addl. Superintendent, Central Prison, Puzhal. Phone: Off. 26590615 Per. 26591100	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
29]	Sub Jail, Thiruppathur.	Thiru.A.Alexander Assistant Jailor. Phone: Off. 224395	Thiru.A.Muniandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
30]	Sub Jail, Arakkonam.	Thiru.N.Munirathinam, Assistant Jailor. Phone: Off. 231666	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465

31]	Sub Jail, Vandavasi.	Thiru.S.Sabanayagam, Assistant Jailor. Phone: Off. 226301	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
32]	Sub Jail, Thiruvannamalai.	Thiru.P.Radhakrishnan, Assistant Jailor. Phone: Off. 250504	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
33]	Sub Jail, Wallaja.	Thiru.S.Mani, Assistant Jailor. Phone: Off. 232872	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
34]	Sub Jail, Gudiyattam.	Thiru.R.Munirathinam Assistant Jailor. Phone: Off. 228122	Thiru.A.Muniyandi,, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
35]	Sub Jail, Vaniyambadi.	Thiru.M.Jayaseelan, Assistant Jailor. Phone: Off. 232967	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
36]	Sub Jail, Polur.	Thiru.S.Nathamuni Assistant Jailor, Sub Jail, Polur. Phone: Off. 224633	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465

37]	Sub Jail, Arani.	Thiru.V.Radhakrishnan, Assistant Jailor. Phone: Off. 228002	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
38]	Sub Jail, Chengam.	Assistant Jailor. Phone: Off. 222688	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
39]	Sub Jail, Ambur.	Thiru.P.P.Rengan, Assistant Jailor. Phone: Off. 249267	Thiru.A.Muniyandi, Addl. Superintendent. Phone: Off. 2220003	Thiru.M.Chenthoor- pandian, D.I.G. of Prisons, Chennai Range. Phone: Off. 28521306 28521512 Per. 28592043 Res. 24937465
40]	Sub Jail, Dharmapuri.	Thiru.A.P.Shanmugam, Assistant Jailor. Phone: Off. 269292	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
41]	Sub Jail, Namakkal.	Thiru.M.Muppili, Assistant Jailor. Phone: Off. 228432	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
42]	Sub Jail, Hosur.	Thiru.S.Chinnappu, Assistant Jailor. Phone: Off. 223310	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
43]	Sub Jail for Women, Krishnagiri.	Thiru.Thailappan, Assistant Jailor. Phone: Off. 238052	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624

44]	Sub Jail, Rasipuram.	Assistant Jailor Phone: Off. 220100	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
45]	Sub Jail, Thiruchengodu.	Thiru.K.Sengan, Assistant Jailor. Phone: Off. 255505	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
46]	Sub Jail, Attur.	Thiru.M.Paulraj, Assistant Jailor. Phone: Off. 243524	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
47]	Sub Jail, Paramathi.	Thiru.P.Mathesh, Assistant Jailor. Phone: Off. 251029	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
48]	Sub Jail, Sankagiri.	Thiru.M.Anbalagan, Assistant Jailor. Phone: Off. 240590	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
49]	Sub Jail, Harur.	Assistant Jailor. Phone: Off. 220622	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
50]	Sub Jail, Uthangarai.	Thiru.T.P.Marudhai, Assistant Jailor. Phone: Off. 222201	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
51]	Sub Jail, Omalur.	Thiru.Chandrasekaran Assistant Jailor. Phone: Off. 221295	Addl. Superintendent. Phone: Off. 2403551	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624

52]	Sub Jail, Avinashi.	Assistant Jailor. Phone: Off. 272113	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
53]	Sub Jail, Udumalpet.	Thiru.P.Mohan, Assistant Jailor. Phone: Off. 226369	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
54]	Sub Jail, Tiruppur.	Thiru.J.Arockiasamy, Assistant Jailor. Phone: Off. 2230311	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
55]	Sub Jail, Pollachi.	Thiru.S.Jayaraman, Deputy Jailor. Phone: Off. 229633	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
56]	Sub Jail, Mettupalayam.	Closed.		
57]	Sub Jail, Palladam.	Closed.		
58]	Sub Jail, Erode.	Thiru.S.Sathiyathan, Assistant Jailor. Phone: Off. 2260248	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
59]	Sub Jail, Perundurai.	Closed.		
60]	Sub Jail, Bhavani.	Thiru.S.Patel, Assistant Jailor (i/c). Phone: Off. 232993	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
61]	Sub Jail, Gopichetti- palayam.	Thiru.N.Navarathinam, Assistant Jailor. Phone: Off. 221077	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624

62]	Sub Jail, Sathya- mangalam	Assistant Jailor. Phone: Off. 223623	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
63]	Sub Jail, Dharapuram.	Thiru.T.Shanmugavel, Assistant Jailor. Phone: Off. 227171	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
64]	Sub Jail, Kankeyam.	Closed.		
65]	Sub Jail, Ooty.	Thiru.P.Valayapathy, Assistant Jailor. Phone: Off. 2447870	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
66]	Sub Jail for Women, Coonoor.	Thiru.S.Nagarajan, Assistant Jailor. Phone: Off. 2206565	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
67]	Sub Jail, Gudalur.	Thiru.A.Arumugam, Assistant Jailor. Phone: Off. 261570	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624
68]	Sub Jail, Chidambaram.	Thiru.K.IIavarasan, Assistant Jailor. Phone: Off. 226739	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons [i/c], Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
69]	Sub Jail, Cuddalore.	Thiru.K.Dhanakodi, Assistant Jailor. Phone: Off. 220642	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons [i/c], Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
70]	Sub Jail, Virudhachalam.	Thiru.R.Govindaraju, Assistant Jailor. Phone: Off. 239047	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons [i/c], Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185

71]	Sub Jail, Panruti.	Thiru.P.Abishekan, Assistant Jailor. Phone: Off. 240346	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
72]	Sub Jail, Parangipetti	Thiru.T.Gurudevsih, Assistant Jailor. Phone: Off. 252411	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
73]	Sub Jail, Kallakurichi.	Thiru.E.Kuppan, Assistant Jailor. Phone: Off. 223500	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
74]	Sub Jail for Women, Villupuram.	Thiru.M.Kannan, Assistant Jailor. Phone: Off. 222660	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
75]	Sub Jail, Gingee.	Thiru.M.Anandan, Assistant Jailor. Phone: Off. 224459	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
76]	Sub Jail, Tindivanam.	Thiru.Sanjeevi, Assistant Jailor. Phone: Off. 228730	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
77]	Sub Jail, Ulundurpet.	Thiru.V.A.Shfiyullah, Assistant Jailor. Phone: Off. 221578	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
78]	Sub Jail, Thirukovilur.	Thiru.R.Velmurugan, Assistant Jailor. Phone: Off. 252461	Thiru.P.Subramanian, Addl. Superintendent, Central Prison, Cuddalore. Phone: Off. 235027	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185

79]	Sub Jail, Manapparai.	Thiru.P.Govindasamy, Assistant Jailor. Phone: Off. 262100	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
80]	Sub Jail, Lalgudi.	Thiru.M.Balusamy, Assistant Jailor. Phone: Off. 2543033	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
81]	Sub Jail, Musiri.	Thiru.A.Anbalagan, Assistant Jailor. Phone: Off. 260219	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
82]	Sub Jail, Thuraiyur.	Thiru.Ganirajan, Assistant Jailor. Phone: Off. 222133	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
83]	Sub Jail, Perambalur.	Assistant Jailor. Phone: Off. 278900	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
84]	Sub Jail, Ariyalur.	Thiru.C.Murugesan, Assistant Jailor, Sub Jail, Ariyalur.	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
85]	Sub Jail, Jeyamkondam.	Thiru.Karuppannan, Assistant Jailor. Phone: Off. 251624	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
86]	Sub Jail, Karur.	Thiru.Abdul Kadar Sherif Yusuf, Assistant Jailor. Phone: Off. 261350	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185

87]	Sub Jail, Kulithalai.	Assistant Jailor. Phone: Off. 225215	Addl. Superintendent, Central Prison, Trichy. Phone: Off. 2333212	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065 Res. 2420185
88]	Sub Jail, Vedasandur.	Thiru.M.Kuppusamy, Assistant Jailor. Phone: Off. 260644	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
89]	Sub Jail, Palani.	Thiru.S.Rajamanohar, Assistant Jailor. Phone: Off. 240755	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
90]	Sub Jail for Women, Nilakkottai.	Thiru.T.Chinnasamy, Assistant Jailor. Phone: Off. 230084	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
91]	Sub Jail, Kodaikanal.	Assistant Jailor [i/c]. Phone: Off. 241726	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
92]	Sub Jail, Uthama- palayam.	Thiru.J.S.Ramasamy, Assistant Jailor. Phone: Off. 268100	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
93]	Sub Jail, Periyakulam.	Thiru.M.Muthukalvan, Assistant Jailor. Phone: Off. 23482	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
94]	Sub Jail, Usilampatti.	Thiru.M.Meenakshi Sundaram, Assistant Jailor. Phone: Off. 251175	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
95	Sub Jail, Melur.	Assistant Jailor [i/c]. Phone: Off. 2417076	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957

96]	Sub Jail, Thirumangalam	Thiru.Mariappan, Assistant Jailor. Phone: Off. 280457	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
97]	Sub Jail, Sivaganga.	Assistant Jailor. Phone: Off. 244703	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
98]	Sub Jail, Thirupathur.	Thiru.P.Dharmaraj, Assistant Jailor. Phone: Off. 266855	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
99]	Sub Jail, Ramanatha- puram.	Thiru.Basheer Hussain, Assistant Jailor.	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
100]	Sub Jail, Thiruvadana.	Thiru.V.Rajagopalan, Assistant Jailor. Phone: Off. 254542	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
101]	Sub Jail for Women, Paramakudi.	Assistant Jailor. Phone: Off. 224788	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
102]	Sub Jail, Muthukulathur.	Assistant Jailor [i/c]. Phone: Off. 222853	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
103]	Sub Jail, Aruppukkottai	Assistant Jailor. Phone: Off. 221951	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
104]	Sub Jail, Virudhunagar	Thiru.Syed Shahul Hameed, Assistant Jailor. Phone: Off. 265051	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
105]	Sub Jail for Women, Sathur.	Assistant Jailor. Phone: Off. 263539	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957

106]	Sub Jail, Srivilliputhur.	Thiru.S.Ramakrishnan, Assistant Jailor. Phone: Off. 266500	Thiru.C.Kannan, Addl. Superintendent, Central Prison, Madurai. Phone: Off. 2360031	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
107]	Sub Jail, Amba- samudram.	Thiru.Syed Abdul Gani, Assistant Jailor. Phone: Off. 253538	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
108]	Sub Jail, Tenkasi.	Thiru.P.Paramasivam, Assistant Jailor. Phone: Off. 220101	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
110]	Sub Jail, Sankarankoil	Thiru.B.Sheik Ismail, Assistant Jailor. Phone: Off. 226101	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
111]	Sub Jail, Kovilpatti.	Thiru.K.Chitravel, Assistant Jailor. Phone: Off. 233573	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
112]	Sub Jail, Thoothukkudi.	Thiru.G.Selvaraj, Assistant Jailor. Phone: Off. 2339597	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
113]	Sub Jail, Thiruchendur.	Thiru.D.Joseph, Assistant Jailor. Phone: Off. 246900	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
114]	Sub Jail, Nagercoil.	Thiru.Dinakar Selvakumar, Assistant Jailor.	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957

115]	Sub Jail for Women, Thuckalay	Thiru.V.Anandan, Assistant Jailor, Sub Jail for Women, Thuckalay Phone: Off. 256461	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
116]	Sub Jail, Kuzhithurai.	Thiru.C.Radhan, Assistant Jailor. Phone: Off. 264599	Thiru.Y.George Theodore Selwyn, Addl. Superintendent, Central Prison, Palayamkottai. Phone: Off. 2531845	Thiru.B.M.Ezra, D.I.G. of Prisons Madurai Range. Phone: Off. 2361302 Per. 2362957
117]	Sub Jail, Pudukkottai.	Thiru.M.Aruldoss, Assistant Jailor. Phone: Off. 232808	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
118]	Sub Jail, Aranthangi.	Thiru.Panneerselvan, Assistant Jailor. Phone: Off. 223945	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
119]	Sub Jail, Thirumayam.	Thiru.S.Palaniappan, Assistant Jailor. Phone: Off. 274800	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
120]	Sub Jail, Keeranur.	Thiru.R.Dakshinamoorthi Assistant Jailor. Phone: Off. 263849	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
121]	Sub Jail, Thanjavur.	Assistant Jailor. Phone: Off. 274807	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
122]	Sub Jail, Thiruvudaimaruthur.	Thiru.A.Muthu Ganesan, Assistant Jailor [i/c]. Phone: Off. 2460603	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
123]	Sub Jail, Papanasam.	Thiru.V.Murugesan, Assistant Jailor. Phone: Off. 223450	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
124]	Sub Jail, Pattukkottai.	Thiru.Thiruvassagam, Assistant Jailor. Phone: Off. 257100	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065

125]	Sub Jail, Kumbakonam.	Thiru.T.Kulandaivelu, Assistant Jailor [i/c]. Phone: Off. 2402820	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
126]	Sub Jail, Nagapattinam.	Assistant Jailor [i/c]. Phone: Off. 240735	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
127]	Sub Jail, Sirkali.	Thiru.H.Stalin Philip Raj, Assistant Jailor. Phone: Off. 273255	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
128]	Sub Jail, Mayiladuthurai.	Thiru.V.Jegannathan, Assistant Jailor. Phone: Off. 224814	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
129]	Sub Jail, Tharangambadi	Thiru.Sekar, Assistant Jailor. Phone: Off. 289781	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
130]	Sub Jail for Women, Thiruvarur	Assistant Jailor [i/c]. Phone: Off. 244860	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
131]	Sub Jail, Thiruthurai- poondi	Thiru.S.Kumar, Assistant Jailor. Phone: Off. 222252	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
132]	Sub Jail, Nannilam.	Thiru.K.Sundarraaj, Assistant Jailor. Phone: Off. 228014	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
133]	Sub Jail, Mannargudi.	Thiru.Kaliaperumal, Assistant Jailor. Phone: Off. 225444	Deputy Superintendent, Borstal School, Pudukkottai. Phone: Off. 222220	Thiru.T.Kumarasamy, D.I.G. of Prisons, Trichy Range. Phone: Off. 2420366 Per. 2422065
134]	Open Air Jail, Singanallur.	Thiru.Venugopalan, Deputy Jailor. Phone: Off. 2271060	Thiru.K.Sadasivam, Addl. Superintendent, Central Prison, Coimbatore. Phone: Off. 2333212	Thiru.P.Munivelu, D.I.G. of Prisons, Coimbatore Range. Phone: Off. 2383625 Per. 2303500 Res. 2383624

CHAPTER – 9
Procedures followed in decision making process

The procedures enumerated for dealing files in Tamil Nadu Government Office Manual is strictly followed in the offices of the Prison Department.

- Works have been distributed among the staff and subject-wise files and records are maintained by the Assistants/Junior Assistants.
- The concerned Assistant/Junior Assistants put up note in the relevant file on any specific issue to his next superior stating therein the relevant facts and particulars.
- The concerned Office Superintendent examine the issue and record their suggestion on the course of action to be followed.
- The proposal is then scrutinized by the Personal Assistant and put up to the Deputy Inspector General of Prisons (Headquarters) with his remarks/suggestions.
- The Deputy Inspector General of Prisons (Headquarters) suggests the proposal and put up the same to the Addl Director General of Prisons with his remarks.
- Final decision is taken by the Addl Director General of Prisons.
- In taking any decision, the rules enumerated in Tamil Nadu Government Office Manual, Tamil Nadu Financial Code and the Tamil Nadu Transparency in Tenders Acts/Rules as the case may be.

Every subordinate official is accountable to his superior official for the correctness of the facts and particulars stated in the note for arriving at a decision.

In respect of Central Prison, the same procedure is followed and decision is taken by the Superintendent of Prisons within their powers.

CHAPTER - 11**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in the regulation**

Sl No.	DESIGNATION	NO OF POST	Monthly Remuneration [Scale of Pay]
EXECUTIVE			
1	Additional Director General of Prisons	1	IPS scale 22400 – 525 – 24500
2	Deputy Inspector General of Prisons [Hqrs]	1	IPS Scale 16400 – 450 – 20000 Non IPS Scale – 12000 – 375 – 16500
	Range Deputy Inspector General of Prisons	4	12000-375-16500
3	Superintendent of Prisons	13	9100-275-14050
4	Addl Superintendent of Prisons	13	8000-275-13500
5	Jailor	16	5900-200-9900
6	Deputy Jailor	32	5300-150-8300
7	Deputy Jailor - women	4	5300-150-8300
8	Assistant Jailor	159	4000-100-6000
9	Chief Head Warder	166	3200-85-4900
10	Grade I Warder	366	3050-75-3950-80-4590
11	Grade II Warder	3090	2750-70-3800-75-4400
12	Ayah	4	2750-70-3950-80-4590
13	Psychologist	4	8000 - 275 - 13500
14	Social Case work expert	3	5300-150-8300
15	Welfare Officer	12	5300 - 150 - 8300
16	Inspector of Police	1	6500-200-10500
17	Sub Inspector of Police	2	5300 - 150 - 8300
18	Head Constable	1	4000 - 100 - 600
19	Police Constable	1	3050-75-3950-80-4590
MINISTERIAL			
20	Personal Assistant	11	8000-275-13500
21	Accounts Officer	1	8000-275-13500
22	Assistant Accounts Officer	1	6500-200-10500

23	Office Manager / Office Superintendent	31	5700-175-9200
24	Accountant	12	5300 - 150 - 8300
25	Assistant	126	4000-100-6000
26	Junior Assistant	101	3200-85-4900
27	Steno Typist – Grade I	1	5300 – 150 – 8300
	Steno Typist – Grade II	5	5000 – 150 – 8000
	Steno Typist – Grade III	1	4000 – 100 - 6000
28	Typist	51	3200-85-4900
29	Record Clerk	43	2610-60-3150
30	Driver	1	3200-85-4900
31	Motor Cycle Messenger	1	2750-70-3200-75-4400
32	Office Assistant	38	2550-55-2660-60-3200
33	Packer Clerk	11	2610-60-3150-65-3540
34	Sanitary worker	122	2550-55-2660-60-3200

PROBATION BRANCH

35	Chief Probation Superintendent	1	10000-325-15200
36	Regional Probation Officer	12	8000-275-13500
37	Probation Officer	96	5900 - 200 - 9900

MEDICAL

38	Assistant Surgeon	24	8000-275-13500
39	Male Nursing Assistant / Female Nursing Assistant	35	2550-55-2660-60-3200
40	Pharmacist	19	4500 – 125 – 7000
41	Staff Nurse	14	5000-150-8000
42	Physiotherapy Technician	1	5000-150-8000

TECHNICAL

43	Carpentry Instrutor	9	4000-100-6000
44	Rattan Instructor	1	3050-75-2950-80-4590
45	Lorry Driver	9	3200-85-4900
46	Production Assistant	1	5000 – 150 – 8000
47	Boot and Sandal Overseer	1	5300-150-8300
48	Boot Mechanic	1	5500-175-9000
49	Hand Made Paper supervisor	6	4000-100-6000
50	Tailoring Instructor	7	4500-125-7000
51	Weaving Jobber Grade I	1	3625-85-4900

52	Weaving Jobber Grade II	5	3050-75-3950-80-4590
53	Boot Maistry	4	3050-75-3950-80-4590
54	Aluminium Foreman	1	3050-75-3950-80-4590
55	Weaving Instructor	6	4500-125-7000
56	Aluminium Skilled worker	1	3200-85-4900
57	Welder	1	4000-100-6000
58	Bandy man	3	2550-55-2660-60-3200
59	Blacksmithy Instructor	1	3050-75-3950-80-4590
60	Weaving Master	1	5000-150-8000
61	Warping Master	1	5000-150-8000
62	Dyeing Master	1	5000-150-8000
63	Electrical Supervisor	1	5000-150-8000
64	Fitter	1	3200-85-4900
65	Warping and Sizing jobber	1	2650 – 65 – 3300 – 70 – 4000
66	Assistant Tent Maistry	1	2750-70-3800-75-4400
67	Binding Maistry	3	2610-60-3150-65-3540
68	Boiler foreman	1	2610-60-3150-65-3540
69	Boiler Attendant	1	3050-75-3950-80-4590
70	Motor Attendant	3	2550-55-2660-60-3200
71	Electrical Motor Attendant	2	2650 – 65 – 3300 – 70 – 4000
72	Fitter carpenter	1	2650 – 65 – 3300 – 70 – 4000
73	Fitter in charge of Pumping Station	1	3050-75-3950-80-4590
74	Pipeline fitter	1	3050-75-3950-80-4590
75	Glazing Assistant	2	2610-60-3150-65-4400
76	Phenyle Assistant	1	4500-125-7000
77	Spinning Instructress	1	2750-70-3800-75-4400
78	Lorry man	1	2550-55-2660-60-3200
79	Bailing Attendent	1	2550-55-2660-60-3200
80	Wireman	17	3050-75-3950-80-4590
81	Instructor	1	2750-70-3800-75-4400
82	Work Supervisor	1	5300 – 150 – 8300
83	Soap Chemist	1	3050-75-3950-80-4590
84	Pulp Making Assistant	5	2610-60-3150-65-4400

OTHERS

85	Tractor Driver	3	3200 - 85 4900
86	Gardener	1	2550-55-2660-60-3200
87	Gardener / Night Watchman	15	2550-55-2660-60-3200
88	Assistant Agri Officer	1	4000 - 100 - 600
89	Physical training instructor	1	4000-100-6000
90	Band Master	1	4000-100-6000
91	Cook	24	2610-60-3150-65-4400
92	Barber	10	2550-55-2660-60-3200
93	Craft Instructor	9	4000-100-6000
94	Secondary Grade Teacher	36	4500-125-7000
	TOTAL	4862	

VARIOUS ALLOWANCES GIVEN TO PRISON EXECUTIVE STAFF

- 1 Risk Allowance Rs.60/- p.m. from Supdt of Prisons to Jailor
Rs.50/- p.m. from Dy Jailor to Gr II Warder
- 2 Washing Allowance Rs.30/- p.m.
- 3 Extra Time Remuneration @ Rs.100/- per day for warders
- 4 Stitching Charges Rs.200/- per head, p.a. for 2 sets of uniforms
- 5 Feeding Charges during emergencies and mass arrests

	Chennai City	Moffusil
Grade II Warders	Rs.80	Rs.35/-
Grade I Warders & Chief Head Warders	Rs.80	Rs.40/-
Assistant Jailors & Deputy Jailors	Rs.80	Rs.50/-

CHAPTER-12**THE BUDGET FOR EACH AGENCY**

Particulars of all Plans, proposed expenditures and reports on disbursements made

Year 2004 - 2005

Sl No.	Name of the Scheme / Head	Activity	Staring Date of the activity	Amount Proposed	Amount Sanctioned	Amount released / disbursed [no. of instalments]	Actual Expenditure for the last year	Responsible Officer for the quality and the complete
				Rupees in thousands				
1	2056 - 00 Jails - Direction and Administrati on - I Non Plan	Revenue Section	01/04/05	683827	683867	683827	624839	Additional Director General of Prisons
2	2059 - Public Works - 01 Office Buildings - 053 Maintenanc e	Revenue Section	01/04/05	26758	26758	26758	25500	Chief Engineer [Buildings] , Public Works Departme nt
3	2235 - Social Security and Welfare - 60 Other Social Security and Welfare Programme s - I Non Plan - 110 Other Insurance Schemes	Revenue Section	01/04/05	133	133	133	133	Additional Director General of Prisons

4	4070 - Capital Outlay on Other Administrati ve Services - 800 Other Expenditure II State Plan	Revenue Section	01/04/05	250004	250004	250004	251122	Additional Director General of Prisons
	TOTAL				960762			

CHAPTER – 13
The manner of Execution of subsidy programmes

The Prison department has no subsidy programmes as it does not have direct interface with the public.

CHAPTER – 14
Particulars of Recipients of concessions, permits or authorization granted
by it

The Prison department does not grant any concession, permit or authorization to the general public.

CHAPTER – 15
Norms set by it for the discharge of its functions

The routine official matters are governed by the norms laid down in the Tamil Nadu Government Office Manual & Tamil Nadu Prison Rules. Since the Prison does not have direct interface with the public there are no specific norms for the execution of programmes or activities.

CHAPTER – 16
Information available in an electronic form

The following information are available in the website of this Department.

- Organization Setup
- Category of Prisons
- Jurisdiction of Prisons
- Welfare Measures for Prison Staff
- Amenities to prisoners
- Reformation and rehabilitation of prisoners
- Prisoners Interview Facilities
- Type of leave and grounds of leave to prisoners
- Contact addresses and telephone nos of Offices
- Prison Statistics
- Location and Topography of Prisons

The following are the website addresses.

www.tn.nic.in/prisons

www.tn.gov.in/prisons

CHAPTER – 17**Particulars of facilities available to citizens for obtaining information.**

The Prison Department has appointed Public Information Officer and Assistant Public Information Officers. Information will be available on application being made to the Public Information Officers of the respective Prison/Special Sub-Jails/Sub Jails/Special Prison for Women/ Borstal School, Pudukkottai.

In all the Central Prisons there is a library for the use of prisoners and not for general public.

With a view to have transparency in administration and to enable the public to know the activities of this department, a website designed and hosted by National Informatics Centre was launched by the Prison Department. The following are the website addresses.

www.tn.nic.in/prisons

www.tn.gov.in/prisons

CHAPTER – 18**OTHER USEFUL INFORMATION:****1. Frequently Asked Questions****▪ Is celebration of Special Occasion permitted?**

On special occasions like Deepavali, Christmas, Ramzan festivals and other National functions, voluntary and non-Governmental organizations are permitted by the Government to supply sweets and special diet cooked in the Prison to the prisoners. Special diet is also being given at Government cost on Pongal and Independence days.

▪ Is Education permitted?

Yes. All needy prisoners' are permitted to study higher education through correspondence course conducted by various universities at Government cost with all the required facilities. Every Central Prison has an Elementary School with qualified Teachers and Adult Education is imparted to them so that they can read and write. Computer training is also imparted to the prisoners in Prison through universities and N.G.O's.

▪ Under what circumstances Prison Certificate is issued ?

The prisoners involved in Freedom struggle, language struggle against imposition of Hindi or for the cause of Tamil are given certificates of their imprisonment for getting Government pension.

▪ Can the public visit Prisons ?

The Public are not permitted to visit the Prisons but the relatives of the prisoners can interview them as per rules.

▪ What is the role of N.G.O.s in Prisons ?

The N.G.O. plays a role to impart vocational training, education etc to the prisoners inside the prison for their rehabilitation after release, to provide welfare and education to the children of the prisoners and also to help pre-release arrangements of the prisoners for their effective rehabilitation. The N.G.O.s willing to participate in the above rehabilitation programmes may contact the Additional Director General of Prisons.

- **What is the recruitment procedure for Tamil Nadu Jail Service ?**

The recruitment procedure for Tamil Nadu Jail Service is as follows :

Category	Recruiting Agency	Minimum Qualification
Grade II Warder	Tamil Nadu Uniformed Services Recruitment Board	Tenth Standard
Assistant Jailor	Tamil Nadu Public Service Commission	A recognised University degree
Jailor	Tamil Nadu Public Service Commission	A recognised University degree

The candidates have to satisfy certain minimum physical standards.

- **On what occasions prisoners can be sent outside?**

The prisoners are sent on leave so as to attend their important and urgent family exigencies.

- **Whether a child can be allowed with the mother?**

The children up to the age of 6 accompanying the mothers are allowed in the prisons. Crèche is also available in each of the women Prisons to look after the needs of the children. Above six years they are sent to their relations or Bala Mandir for their further maintenance.

- **Whether pre-release programme is arranged?**

A proper arranged pre-release programme is arranged by the reception committee so as to rehabilitate the prisoner on his release. Necessary financial assistance in the form of machinery cattle etc., is arranged through Probation Officer with the help of N.G.O.s, Nationalized Banks and financial assistance is extended by Government also to start petty trade and other self employment.

- **What is the role of Prisoners' Adalat ?**

The role of Prisoners Adalat is to ensure speedy justice to remand and under trial prisoners and to reduce the prison population.

- **What is the role of Legal Aid cell ?**

The role of legal aid cell functioning in Prison is to provide legal assistance to the poor and indigent prisoners to get bail, arrange surety and also to defend their cases in the courts.

2. STAFF WELFARE:

a. Medals

Government have instituted the following medals to be awarded to the Prison officers for commendable performance.

1] Chief Minister's Medal

- a) Tamil Nadu Chief Minister's Prison Service Medal for Gallantry

It carries an allowance of Rs.100/- per month.

- b) Tamil Nadu Chief Minister's Prison Service Medal for Outstanding Devotion to Duty

It carries one time lump sum amount as follows:

- Rs. 5000/- - Jailor to Superintendent of Prisons.
- Rs.3000/- - Assistant Jailor and Deputy Jailor
- Rs.2000/- - Warders up to Chief Head Warder.

- b) Tamil Nadu Chief Minister's Prison Service Medal for Good Service

It is awarded to only for Grade I and Grade II Warders.

It carries an allowance as follows:

- Rs.50/- per month for Grade I Warders
- Rs.40/- per month for Grade II Warders

2) President Correctional Service Medal

- a) Gallantry Medal

It carries an allowance of Rs.60/- per month

- b) Meritorious Medal
Medal only.

- c) Distinguished Service Medal
Medal only.

b. Ex-gratia payment

Ex-gratia payment is given to prison personnel or their family under certain circumstances.

- | | |
|----------------------------------|---------------|
| 1. Death in heroic circumstances | Rs.2,00,000/- |
| 2. Permanent Handicap | Rs.50,000/- |
| 3. Serious injuries | Rs.10,000/- |
| 4. Minor Injuries | Rs. 5,000/- |

The legal heirs of the deceased prison personnel who die in heroic action are paid the last pay drawn by the deceased person as family pension till his / her normal date of retirement. After that, the eligible family pension is paid.

c. Grievance Redressal

Following the Hon'ble Chief Minister of Tamil Nadu Grievance day Meetings in August 2002 and as per the direction of the Hon'ble Chief Minister of Tamil Nadu Senior Officers of Prison Department are conducting Grievance Day as follows.

1. The Additional Director General of Prisons - Once in a Quarter
2. The Range Deputy Inspector General of Prisons- Once in a month
3. The Superintendent of Prisons - Once in a week

Grievances are heard and disposal given at the earliest.

d. Extra time Remuneration

The Prison staff are paid Extra time remuneration at the enhanced rate of Rs.100/- on par with Police personnel.

e. Feeding Charges and Night Meals

Feeding Charges is paid at the rate of Rs.35/- for Grade II Warders, Rs.40/- for Grade I Warders and Chief Head Warders and Rs.50/- for others upto Deputy Jailor in mofussil areas and at Rs.80/- for all in Chennai City. Apart from this, the warders who are on night duty in Central Prisons are provided night meals and morning tea at Government cost.

f. Uniform Stitching charges

Warders are paid a sum of Rs.200/- per head per year towards stitching charges for two sets of uniforms

g. Promotion opportunities

In order to increase the avenue of promotion and relieve bottlenecks in the channel of promotion 1200 posts of First Grade Warder will be created in a phased manner spread within a period of 4 years. As a first step Government Orders have been issued for the creation of 300 posts of First Grade Warder for the year 2004-2005 by upgrading Gr II Warder posts.

112 posts of Grade I Warders in the Sub Jails have been upgraded as Chief Head Warders in order to increase the promotional opportunities to warders.

h. Eight Hour Duty System

Eight hour duty system to warders has been introduced in all Central Prisons, Special Prison for Women Vellore & Trichy and Borstal School Pudukkottai from the year 1999.

i. Warders Training Centre Vellore

To impart adequate training to the staff, a Warders Training Centre is functioning at Vellore. Its main aim is to impart quality training and refresher courses for the executive staff. In order to cope up with the upcoming recruitment, two more temporary Warders Training Centres have been opened at Coimbatore and Salem and are functioning.

j. Commando Training to Warders

Apart from the basic training imparted in the Warders Training Centres, special training is also imparted to the warders in the following disciplines

1. Commando Training
2. Bomb disposal Course
3. Unarmed Combat Course
4. Personal Security Officers Course
5. Bomb disposal – Refresher course
6. Anti sabotage measures course
7. Armourer course

k. Prizes to children of Warders Staff

As a gesture of good will and inspiration to the children of executive staff from the level to Chief Head Warder to Grade II Warder, who secure top ranks in Government Public Exam Boards in the SSLC and HSC are awarded prizes as detailed below

1 st Rank	Rs.6000/- each
2 nd Rank	Rs.4000/- each
3 rd Rank	Rs.2000/- each

I. Group Insurance to Executive Staff

A sum of Rs.1 lakhs is paid to the legal heirs of the executive staff who die while in harness and discharge of duty.

m. Supply of essential commodities at subsidized rates

The Prison personnel from the rank of Jailor to Gr II Warders are provided with certain essential food commodities at subsidized rates.

n. Living Accommodation to Staff

All prisons are provided staff quarters and efforts are taken for providing 100% quarters to all staff.

3. PRISONERS' WELFARE

1. Prisoners Adalat:

With a view to expedite the disposal of petty cases where the accused pleads guilty, to avoid various difficulties in the production of remand prisoners before the various courts for extension of remand and to enable the prisoners to have easy access to the presiding officers to get their case problems solved, Prisoners' Adalat in the Prisons which is the first of its kind in the country has been established in all Central Prisons and Special Prison for Women Vellore & Trichy.

2. Legal Aid Cell

In order to make free legal aid facility available more effectively a separate legal aid cell has been started in all the Central Prisons and Special Prison for Women Vellore & Trichy

3. Yoga and Meditation

In all Central Prisons Yoga and Meditation classes are organized to improve the physical and mental health of prisoners. Government have permitted voluntary organization and individuals to conduct Yoga and Meditation classes in Prisons. The staff and Prisoners participate in these programmes. These programmes are well received.

4. Wages to Prisoners

Wage earning scheme for prisoners is in force in all Central Prisons, Borstal School and Special Prisons for Women in this state. They are paid wages, after all deductions, at the rate Rs.18/-for skilled work, Rs.15/-for Semi skilled work and Rs.13.50/- for Un-skilled work per day.

5. Participation of Non Governmental Organisation

For the Rehabilitation and welfare of staff and prisoners, the Government have permitted many Non Governmental Organisations (N.G.O's) to undertake rehabilitation work in prison. These include training in Yoga and Meditation, Counselling, Lectures on Ethics, Free Medical Treatment Camps, vocational training etc.

6. Education

All the willing and eligible prisoners are permitted to avail Distance Educational facilities at Government cost. Elementary schools are functioning with qualified teachers for adult education. The Indira Gandhi National Open University is conducting the following courses:

1. Certificate course in food and nutrition
2. Bachelor's preparatory programme

3. Certificate course in computers
4. Master of Business Administration
5. Master of Computer Application

The Manonmaniam Sundaranar University is offering Undergraduate and Post graduate courses exclusively for the Prisoners in the Central Prison. Under this programme which is the first of its kind in the country, the courses will adopt the syllabus prescribed under the Open University system.

7. Prison Industries & Vocational trades

To inculcate work habit in prisoners various trades and industries have been introduced in Prisons. Training is imparted in simple trades like Brick making, Plumbing, Sign board making, Electrical wiring, Weaving, Book binding, Tailoring, Tags making, Wax, Shoes, Phenyl, Tapes, Soaps, Cumbly, flat files making etc for self employment. On completion of the training Certificates are issued by the State Council for Vocational Education and Training. Some of the out moded Prison Industries which have no rehabilitative value have been closed. Since Prison Department has been declared as "Service Department", the department manufactures and supplies articles to Government Departments free of cost. Average production of the prison Industrial units for the last 4 years works out to about Rs.4 crores per annum approximately.

8. Diet

All prisoners are given diet as per the provisions in the Tamil Nadu Prison Rules. The following are the categories of prisoners admitted in the Prisons.

"A" Class

"B" Class

Ordinary class – Remand and under trial prisoners

Special class remand and under trial prisoners.

Prisoners are also given change of diet like milk and rice and wheat diet on the recommendation of the Prison Medical Officer. Food from outside is strictly prohibited. The quantity and quality of food given to prisoners are checked and counter checked by the Superintendent and Medical Officer and also surprise check by superior officers.

[a]. Diet for "B" Class Prisoners

Breakfast:	Kanjeer with onion chatini/ Uppuma / Pongal with coconut chatini
Lunch	Rice with sambar, butter milk, vegetable poriyal/ curd rice/ tamarind rice/ coconut rice
Evening	Ground nut kernel in the form of sundal
Night Meals	Rice with sambar

[b] Diet for “A” Class Prisoners [Vegetarian]

Tea or coffee

Breakfast: Wheat flour preparation

Lunch Rice, two vegetable curries, pepper water, curd. Dhal, potatoes

Evening Bengal gram in the form of sundal, with tea or coffee

Night Meals Wheat flour, sooji, chee

[c] Diet for “A” Class Prisoners [Non – Vegetarian]

In addition to the above menu, mutton is provided for mid day meals thrice a week.

[d] Diet for prisoners lodged in Sub Jails

The prisoners lodged in Sub Jails are provided with food on par with Central Prisons from 2003 onwards.

9. Health Care for Prisoners

Every Central Prison is having a hospital fully equipped with all kinds of medicines and apparatus like X-Ray, ECG machines, Automatic blood Analyser, etc. to provide effective medical care to the prisoners at all times and only during emergency, they are referred to the outside hospital for specialised treatment. The Prison hospital is manned by two Civil Assistant Surgeons with the supporting para-medical staff. Various specialists from the Government Hospital also visit the Prison frequently.

Specialists like Psychiatrists, Dentists, Cardiologists and such experts in other fields of medicine are visiting the Prisons regularly and conducting periodical medical check ups and advising course of treatment to be given to the prisoners affected by various diseases. Ailing prisoners are also sent to outside hospitals for specialized treatment if found necessary on the advice of the medical officer. To eradicate TB among the prisoners, DOTS centre has been established at all Central Prisons

10. Sanitation and Water Supply:

Drinking water is provided to the prisoners which frequently tested by the King Institute, Guindy. Any defects pointed out are rectified then and there. In all Central Prisons, a good standard of sanitation is maintained by the Prison department officials. Adequate flush-out latrines and bathrooms are provided with sufficient water. Sweepers are also made available for keeping the Prison premises neat and tidy. The District Health Officer, the Corporation Health Officer or the Municipal Health Officer also inspects the system at least once in a month.

11. Clothing Bedding and Toiletries

All convict prisoners are provided with prison clothing and all other prisoners are permitted to use their own clothing. Remand prisoners who do not possess adequate clothing are given clothing at Government cost. Toiletries like bathing and washing soaps, tooth powder, coconut oil, gingely oil, soap nut powder etc are also provided at Government cost. Female prisoners are provided with sanitary napkins.

12. Library :

In every prison there is one library with books of moral & educative value for the use of Prisoners. Books are also borrowed from the District library on loan basis.

A prisoner may also receive books during Interview or by post subject to censorship and they may keep 3 books at a time.

13. Newspaper and Magazine:

Tamil and English news paper and magazines are supplied to inculcate reading habit among the prisoners. All news papers and Magazine are subject to censorship. All prisoners are permitted to purchase at their own cost any of the newspaper or magazine of their choice, subject to certain restrictions imposed from time to time by the Government.

14. Human Rights in Prison:

The Human Rights of prisoners are taken care of by providing better living conditions with sufficient accommodation, ventilation, food facilities, potable drinking water, better diet, medical and sanitation facilities interview and communication facilities, entertainment , free legal aid etc.

15. Interviews by relatives and friends with prisoners

Interviews are generally conducted in all working days except Government holidays between 8 AM to 4 PM. below. The duration of interview is 30 minutes. Relatives and friends are permitted to have interviews with prisoners to talk domestic matters only. 3 persons are permitted at a time in an interview.

16.Grievances:

The Public approaching the Prison for visit, Emergency leave, Ordinary leave, premature release etc., finding any difficulty may contact the Superintendent / Range Deputy Inspector General of Prisons for assistance. Their address and Phone numbers are displayed in the display board placed in front of the Prison. The Public may also make complaints regarding the services of Prison staff to the superior officers. In addition to that they may also contact the Additional Director General of Prisons and Deputy Inspector General of Prisons (Headquarters).

4. NEW INITIATIVES

1. Video Conferencing Facility

- The Hon'ble Chief Minister inaugurated the introduction of Tele Justice using Video Conferencing System for the production of accused from Central Prisons to the courts for the remand extension of prisoners in 13 locations in all Central Prisons, Special Prison for Women Vellore & Trichy and 59 court complexes, covering 270 courts at a total cost of about Rs.861.20 lakhs.
- The Video Conferencing Facility will be inter-connected between Courts and Central Prisons by high tech digital video cameras and television using 3 ISDN telephone connection so that data [voice and video] will be transmitted at 384 Kbps.
- According to which the accused who is required to be produced before the Magistrate for extension of remand, from Central Prison after expiry of previous remand period will now be produced through Video Conferencing System.

2. Puzhal Prison Complex

To reduce overcrowding in Central Prison, Chennai and the need for increasing capacity in Chennai, the Government have decided to construct a new prison complex at Puzhal by creating a very modern complex, housing 1250 remand prisoners, 1250 convict prisoners and 500 women prisoners. The new complex will be in a vast area of 211.92 acres in a pollution free and healthy environment. The prisoners convicted in Chennai and Chengleput Districts will be lodged in Puzhal Prison. This facility will also be useful to the relatives of the convict prisoners who have now necessarily travel to Vellore to see the inmates related to them. The works at a total cost of about Rs.77.09 crores are under various stages of execution.

3. Modernisation of Prison Administration

With a view to bring the Prisons upto a certain minimum standards, Government of India, Ministry of Home Affairs, New Delhi have formulated a Perspective Plan on Prison Reforms and Annual Action Plan. Under this Plan,

they have tentatively allocated a sum of Rs.95.34 crores (which includes 25 % of the State contribution) for the five year period 2002-07 with an annual allocation of Rs.19.07 crores for the implementation of schemes on the following four components:-

- a) Construction of New Jails
- b) Repairs and Renovation to existing Prison buildings
- c) Sanitation and Water Supply
- d) Living Accommodation of Prison staff.
