



**RIGHT TO INFORMATION ACT,
2005
PRISONS DEPARTMENT**

MANUAL

**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL
OF POLICE AND INSPECTOR GENERAL OF PRISONS
KARNATAKA STATE,**

#4, Sheshadri Road, BANGALORE

RIGHT TO INFORMATION ACT, 2005

PRISONS DEPARTMENT MANUAL

(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS, DUTIES

ORGANISATION:

The Additional. Director General of Police and Inspector General of Prisons is the head of the Prisons Department in the State. He is assisted by two Deputy Inspector General of Prisons and Gazetted Managers at the Head Quarters.

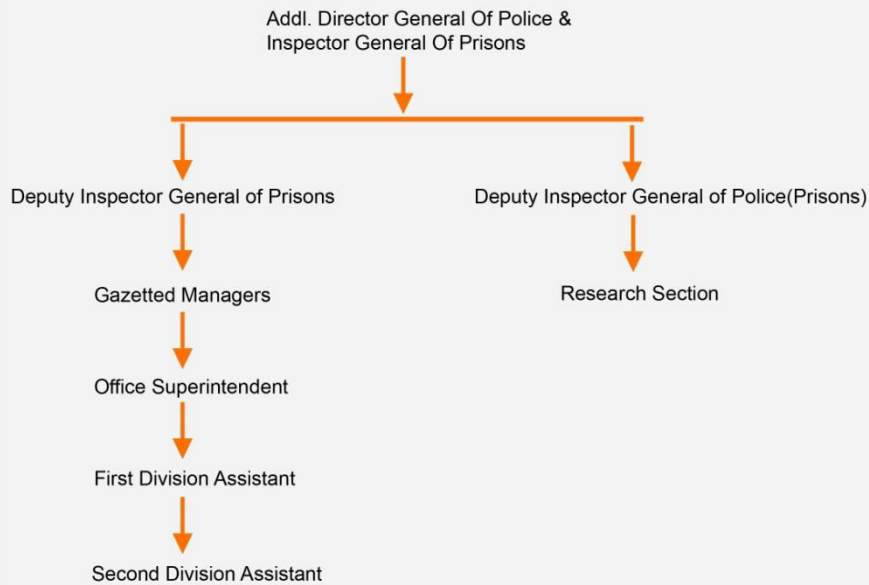
There are 102 jails in the State, out which, 8 Central Prisons, 15 District Prisons, 4 District Head Quarter sub Jails , 2 Special Sub Jails, 30 Taluka Sub Jails are managed by the Departmental staff and 40 Taluka Sub Jails are being managed by Revenue and Police Staff.

OBJECTIVES:

The Objectives of Prison Department are as follows :-

- ◆ Hold the prisoners (Convicts , Under trials, Civil and Detenues) in custody securely and safely in jails on conviction or on remand from the competent courts till their lawful release.
- ◆ Reforming the inmates to become good citizens after their release.
- ◆ Imparting vocational training in various trade crafts to gain skill, to correct, to reform and their after rehabilitate them selves as good citizens.

The Organizational Chart of the Prison Head Quarters is as under:-



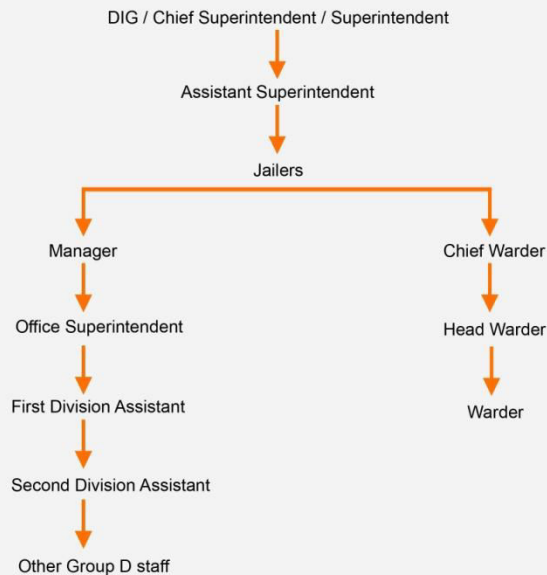
Other Group D Staff

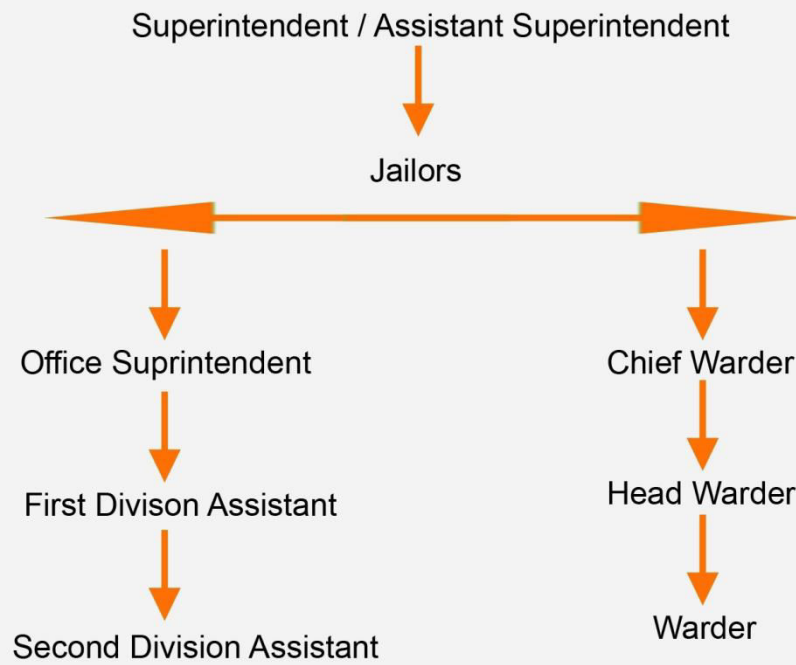
Central Prisons : There are 8 Central Prisons in the State, located at Banglaore, Belgaum, Bellary, Bijapur, Gulbarga, Mysore and Dharwad. Central Prisons

The organizational hierarchy of Central Prisons is as under:-

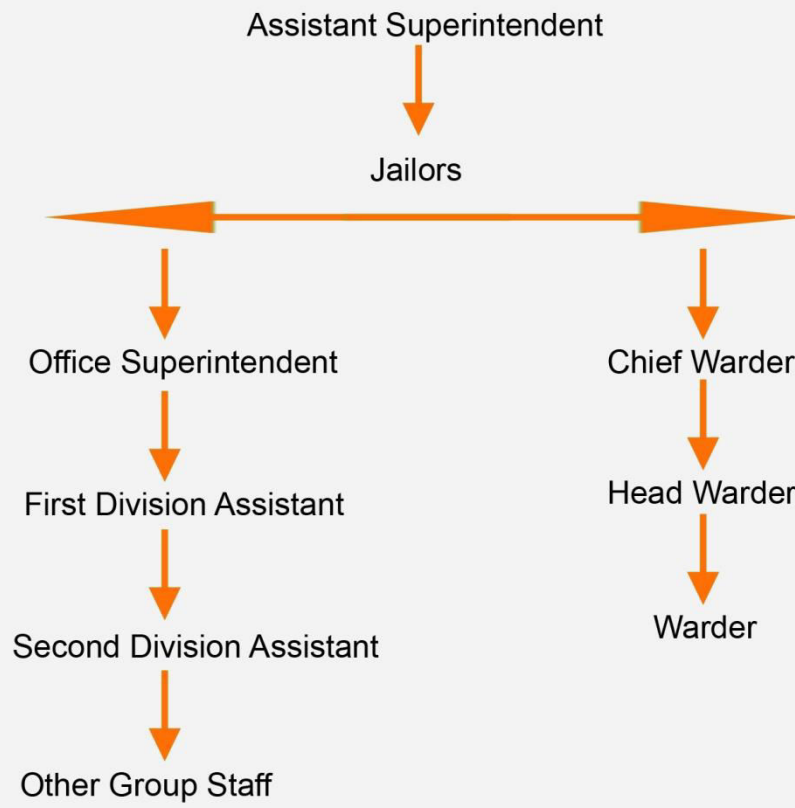
District Prisons: There are 15 District Prisons in the State

The organisational hierarchy of District Prisons is as under:-

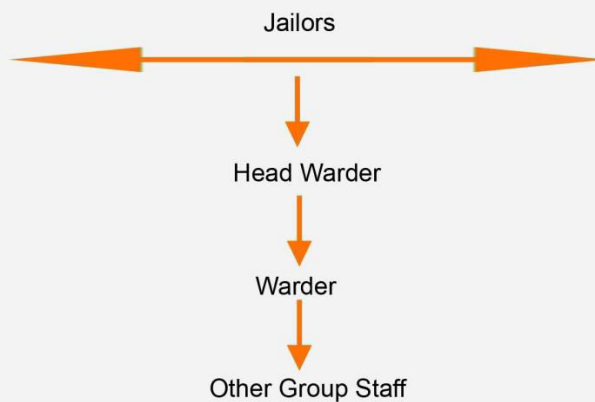




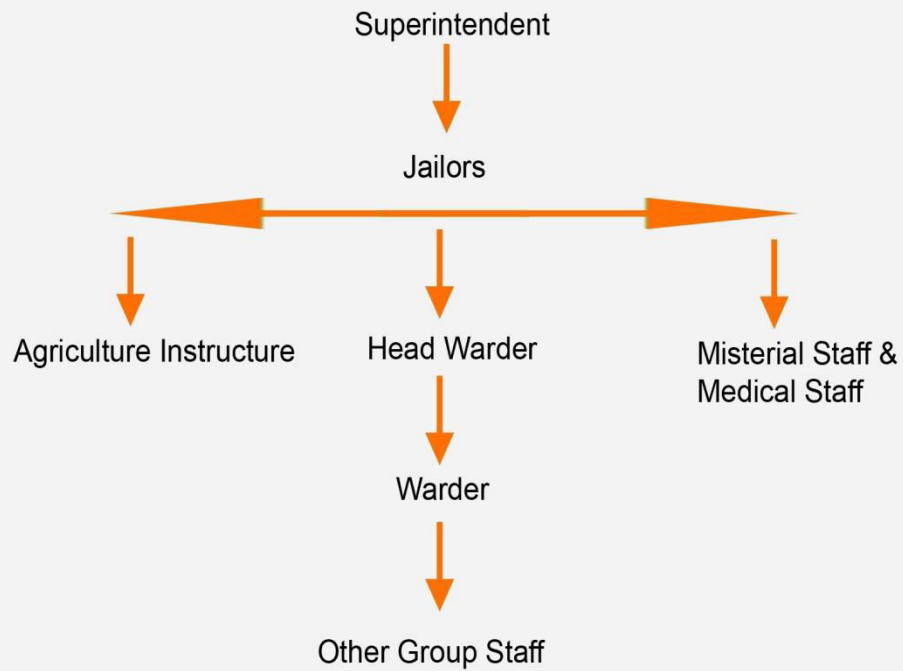
**District Hq Sub Jails: There are 4 District Head Quarter Sub Jails in the state.
The organisational hierarchy of District Head Quarter Sub jails is as under:-**



**Taluka Sub Jails: There are 70 Taluka Sub Jails in the State.
The organisational hierarchy of Taluka
Sub Jails is as under:-**

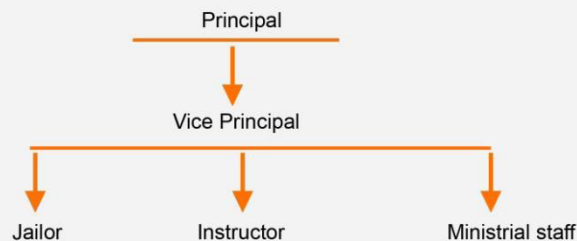


Open Air Prison: There is one Open Air Prison in the state located at Kormangala , Bangalore Rural District.



Prison Training Institute:-

Karnataka State Prisons Department has one Training institute located at Mysore to train the lower executive staff viz., Head Warder and Warder Prison Training Institute is headed by Principal, assisted by Vice Principal. He works under the overall control and supervision of the Addl. Director General of Police & Inspector General of Prisons.



- (iii) **The procedure followed in the decision making process, including channels of supervision and accountability;**

(1) The Additional Director General of Police and Inspector General of Prisons is assisted by the following Officers in the headquarters:

- a) Deputy Inspector General of Prisons
- b) Gazetted Managers
- c) Managers
- d) Office Superintendent

(iv) The norms set by it for the discharge of its functions:

Under Section 3 of the Karnataka Prison Act, 1963 (Karnataka Act 33 of 1963) Inspector General of Prisons is responsible for General Control and Superintendence of all Prisons situated in Karnataka State. The administration of the Prisons throughout a district or part thereof, shall be fully vested in the Superintendent of Prisons.

- a) To maintain security of the prisoners
- b) To provide activities for reformation and rehabilitation of prisoners
- c) To maintain discipline among inmates;
- d) To ensure that the transport, arms and ammunition, stores and buildings belonging to the department are maintained in good condition;
- e) To organize good intelligence arrangements.
- f) To participate, to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies;
- g) To gain the confidence and loyalty of sub-ordinates by personal integrity, impartiality, devotion to duty, and a high sense of justice;
- h) To get to know all officers and men serving under him, redress their grievances, if any, encourage those who are promising and effectively deal with those who are guilty of misconduct or remiss in the discharge of duty;
- i) To ensure the honesty and integrity of his subordinate officers;
- j) To pay surprise visits to the prison institutions at irregular intervals and check up whether officers and men are alert.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

Following rules, regulations, instructions, manuals are used for discharging the functions:

1. Karnataka Prison Manual
2. Karnataka Prison Rules
3. Identification of Prisoners Act
4. Karnataka Prison Act
5. Karnataka Civil Service Rules
6. K.F.C.
7. M.C.E.
8. Office procedure
 - a. Other rules, regulations as per the requirements
 - b. K.C.S. (C.C. & A) Rules
 - c. K.S.P. (D.P) Rules

(vi) **A statement of the categories of documents that are held by it or under its control**

Following records are held by the Department :

- (1) Recruitment of Warder / Jailors.
- (2) Records & Service Registers of the Superintendents, Assistant Superintendents, Jailors, Chief Warders, Head Warders and Warders
- (3) Records & Service Registers of Gazetted Managers, Managers, Office Superintendents, First Divisional Assistants, Second Division Assistants, and other Deputational Staff
- (4) Service Register of Group D Staff
- (5) Files Related to officers/ staff transfers, Promotion, Deputation
- (6) Files Relating officers Enquiry
- (7) Files Relating to Department Audit
- (8) Files Relating to Budget Allotment, Expenditure,
- (9) Files relating to officers / Staff Provident Fund Sanctions, Travel Allowance, Medical Bills Reimbursements
- (10) Files Relating to Prison Buildings Construction, Repairs and Renovation
- (11) Files Relating to Prison Staff Quarters Construction, Repairs and Renovation
- (12) Records Relating to Sanctions to Prison Institutions towards Prisoners Diet, Clothing, Bedding, Utensils, Medicines
- (13) Records Relating to Administrative Sanctions towards factory development, procurement of raw materials, procurement agricultural materials
- (14) Routine Office records.
Convict Prisoners Nominal Rolls & files relating to their temporary leave/ Death files/ Escape files

(vii) **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;**

Government Appoints 3 non- official members (responsible Citizen) from a panel of names suggested by the Deputy Commissioner of the concerned District for term of three years for Advisory Boards of the Prison.

Deputy Commissioner of the District appoints non – official Visitors to the prisons for overview the Administration of the prison & look in to Grievances of the Prison.

- (viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

The decisions and advise since taken by the Departmental Officers no public involvement is entertained.

- (ix) **a directory of its officers and employees:**

Sriyuths:

1)	K.V. Gagandeep	A DG P& IG Prisons
2)	V.S.Raja	AIG of Prisons
3)	M.C. Vishwanataih	DIG of Prisons
4)	G.Veerabhadrasway	DIG of Prisons
5)	P.N Jayasimha	Chief Superintendent
6)	H.V Veerendra Simha	Superintendent
7)	P.V. Ananda Reddy	Superintendent
8)	Krishna Kumar	Superintendent
9)	M. Somashekar	Superintendent
10)	T.P Sesha	Superintendent
11)	K.C Divyashree	Superintendent
12)	R. Anitha	Assistant Superintendent
13)	V.Seshumurthy	Assistant Superintendent
14)	P.S. Ramesh	Assistant Superintendent
15)	P.Ranganath	Assistant Superintendent
16)	Mahesh Kumar Jigani	Assistant Superintendent
17)	K.Suresh	Assistant Superintendent
18)	R.Latha	Assistant Superintendent
19)	Emamsab Myageri	Assistant Superintendent
20)	K.Gangappa	Assistant Superintendent
21)	Shivanna	Assistant Superintendent
22)	S Lakshminarayanappa	Assistant Superintendent
23)	S.N. Hullur	Assistant Superintendent
24)	S.I Simimath	Assistant Superintendent
25)	M.Sundar	Assistant Superintendent

26)	P.S Ambekar	Assistant Superintendent
27)	Doddakamaiah	Assistant Superintendent

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

ADGP & I G PRISONS	IPS SCALE	pay as applicable
D I G PRISONS	40050-56550	pay as applicable
DIG POLICE (PRISONS)	IPS SCALE	pay as applicable
SUPERINTENDENT OF C.P	36300-53850	pay as applicable
SUPDT. OF C.P/P.T./R.O	28100-50100	pay as applicable

GROUP-B		
GAZETTED MANAGER	22800-43200	pay as applicable
ASST. SUPERINTENDENT	21600-40050	pay as applicable
MANAGER	21600-40050	pay as applicable
TOTAL		

GROUP-C		
OFFICE SUPERINTENDENT	20000-36300	pay as applicable
CHIEF INSTRUCTOR	20000-36300	pay as applicable
CHIEF JAILOR / JAILOR	17650-32000	pay as applicable
INSTRUCTOR GRADE -I	17650-32000	pay as applicable
CHIEF WARDER	14550-26700	pay as applicable
FIRST DIVISION ASSISTANT	14550-26700	pay as applicable
SENIOR DRIVER	14550-26700	pay as applicable
STENOGRAPHER	14550-26700	pay as applicable
SENIOR TYPIST	12500-24000	pay as applicable
HEAD WARDER	12500-24000	pay as applicable
INSTRUCTOR GRADE -II	11600-21000	pay as applicable
SECOND DIVISION ASSISTANT	11600-21000	pay as applicable
WARDER	11600-21000	pay as applicable
WARDER (NURSING)	11600-21000	pay as applicable
TYPIST	11600-21000	pay as applicable
DRIVER	11600-21000	pay as applicable
NURSING ORDERLY	10400-16400	pay as applicable
MOTOR CYCLE TAPPAL ORDERLY	10400-16400	pay as applicable
ELECTRICIAN	10400-16400	pay as applicable

MECHANIC	10400-16400	pay as applicable
TOTAL		

GROUP -D		
CLEANER	9600-14550	pay as applicable
PUMP ATTENDER	9600-14550	pay as applicable
CART MAN	9600-14550	pay as applicable
BLACK SMITH	9600-14550	pay as applicable
MALI	9600-14550	pay as applicable
PEON, ORDERLY, WATCHMAN	9600-14550	pay as applicable
PACKER CLERK	9600-14550	pay as applicable
SWEEPER	9600-14550	pay as applicable
BARBER	9600-14550	pay as applicable
WARD BOY	9600-14550	pay as applicable
X-RAY ATTENDER	9600-14550	pay as applicable
COOK	9600-14550	pay as applicable
GROUP-A		
ASSISTANT SURGEON	28100-50100	pay as applicable
PSYCHIATRIST	28100-50100	pay as applicable
ACCOUNTS OFFICER	28100-50100	pay as applicable
TOTAL		

GROUP-B		
ASST.AGRI. OFFICER	21600-40050	pay as applicable
ASST. HORTI. OFFICER	21600-40050	pay as applicable
ACCOUNTS SUPERINTENDENT	21600-40050	pay as applicable
GROUP-C		
PRESS FOREMAN	17650-32000	pay as applicable
MATRON, MALE NURSE	17650-32000	pay as applicable
WEP & PHY. TRG. INSTRUCTOR	17650-32000	pay as applicable
DRAWING TEACHER	17650-32000	pay as applicable
ASST. FOREMAN	16000-29600	pay as applicable
JUNIOR LAB TECHNICIAN	14550-26700	pay as applicable
PHARMACIST	14550-26700	pay as applicable
X-RAY TECHNICIAN	14550-26700	pay as applicable
TEACHER	12500-24000	pay as applicable
AGRI. INSTRUCTOR	12500-24000	pay as applicable
VET.CUM LIVE STOCK INSPECTOR	12500-24000	pay as applicable
S.D.A (PRINTING)	11600-21000	pay as applicable
COMPOSITOR	11600-21000	pay as applicable

MACHINE MINDER	11600-21000	pay as applicable
DRILL INSTRUCTOR	11600-21000	pay as applicable

Pensionary Benefits etc. are allowed as per the Rules applicable from time to time.

- (xi) the budget allocated to each of its agency, indicating the
 (xii) particulars of all plans, proposed expenditures and reports on disbursements made:

Sl. No.	Details	Bud. Provision Rupees IN LAKHS
1	Direction and Administration	227.18
2	Jails	6533.56
3	Jail manufacture	666.14
4	Other Expenditures	160.20
5		
	TOTAL	7587.08

The unit officers will incur expenditure as per the powers vested with them.

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Under the aid modernization, funds were released in favor of Police Housing Corporation and Public Works Department for construction, Repairs & Renovation etc., of Prison buildings, and Officers and Staff Quarters.

- (xiii) particulars of recipients of concessions, permits or authorizations granted by it;

-NIL-

- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

Prison Statistics, Staff Vacancy and Budgetary allocations are made available.

(xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

General public can obtain information from the following unit officers.

Sl.No	Unit	competent authority	appellate authority
1	Prison Head Quarters, Bangalore	Deputy Inspector General of Prisons .	Additional Director General of Police & Inspector General of Prisons
2	Central Prisons	Assistant Superintendent	Chief Superintendent/ Superintendent
3	District Prisons	Jailor	Superintendent/
4	District Head Quarter Sub Jail	Jailor	Superintendent
5	Special Sub Jails	Jailor	Superintendent
6	Taluka Sub Jailor	Chief / Head Warder	Superintendent
7	PTI Mysore	Vice Principal	Principal

(xvi) **The names, designations and other particulars of the Public Information Officers:**

ADG Police& IG Prisons office	V.S RAJA DIG Prisons, Prison Head Quarters
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(xvii) **Such other information as may be prescribed:**

The other information of the Prisons Department is as under:

Sanctioned Strength , Working and Vacany Position:

SLNO	Name of the Cadre	Scale of Pay	Sanctioned Strength	Working Strength	Vacancy DR	Total Vacancies
GROUP-A						
1	ADGP & I G PRISONS	IPS SCALE	1	1		0
2	D I G PRISONS	40050-56550	3	3		0
3	D I G (I.P.S.) Prisons	-	1	1		0
3	CHIEF SUPERINTENDENT OF C.P	36300-53850	4	4		0
4	SUPDT. OF C.P/P.T./R.O	28100-50100	7	6		1
TOTAL			16	15		1
GROUP-B						
5	GAZETTED MANAGER	22800-43200	4	1		3
6	ASST. SUPERINTENDENT	21600-40050	28	22		6
7	MANAGER	21600-40050	5	4		1
TOTAL			37	27		10
GROUP-C						
8	OFFICE SUPERINTENDENT	20000-36300	20	20		0
9	CHIEF INSTRUCTOR	20000-36300	1	1		0
10	CHIEF JAILOR / JAILOR	17650-32000	101	99		2
11	INSTRUCTOR GRADE-1	17650-32000	15	10		5
12	CHIEF WARDER	14550-26700	53	50		10
13	FIRST DIVISION ASSISTANT	14550-26700	67	63		4
14	STENOGRAPHER	14550-26700	6	5		1
15	SENIOR TYPIST	14550-26700	5	1		4
16	HEAD WARDER	12500-24000	234	238		6
17	INSTRUCTOR GRADE -II	12500-24000	28	17		11
18	SECOND DIVISION ASSISTANT	11600-21000	90	72		18
19	WARDER	11600-21000	1228	1058		170
20	WARDER (NURSING)	11600-21000	20	0		20
21	TYPIST	11600-21000	22	11		11
22	DRIVER	11600-21000	48	22		26
23	NURSING ORDERLY	10400-16400	3	3		0
24	MOTOR CYCLE TAPPAL ORDERLY	10400-16400	1	1		0
25	ELECTRICIAN	10400-16400	2	0		2

26	MECHANIC	10400-16400	1	1		0
TOTAL			1945	1662		283

SL NO	Name of the Cadre	Scale of Pay	Sanctioned Strength	Working Strength	Vacancy DR	Total Vacancies
GROUP-D						
27	ATTENDER/MUCHI	9600-14550	2	0		2
28	BLACK SMITH	9600-14550	1	0		1
29	PEON	9600-14550	45	33		12
30	SWEEPER / MALI	9600-14550	35	22		13
31	BARBER	9600-14550	17	11		6
32	WARD BOY	9600-14550	8	2		6
33	X-RAY ATTENDER	9600-14550	4	2		2
34	COOK	9600-14550	2	2		0
TOTAL			114	72		42
GROUP-A						
35	ASSISTANT SURGEON	28100-50100	18	8		10
36	PSYCHIATRIST	28100-50100	2	0		2
37	ACCOUNTS OFFICER	28100-50100	1	0		1
TOTAL			21	8		13
GROUP-B						
39	ASST.AGRI. OFFICER	21600-40050	3	0		3
40	ASST. HORTI. OFFICER	21600-40050	1	0		1
41	ACCOUNTS SUPERINTENDENT	21600-40050	3	3		0
TOTAL			7	3		4
GROUP-B						
41	PRESS FOREMAN	17650-32000	1	1		0
42	MATRON, MALE NURSE	17650-32000	5	1		4
43	WEP & PHY. TRG. INSTRUCTOR	17650-32000	1	1		0
44	DRAWING TEACHER	17650-32000	1	20		1
45	ASST. FOREMAN	16000-29600	2	0		2
46	JUNIOR LAB TECNICIAN	14550-26700	6	5		1
47	PHARMACIST	14550-26700	17	11		6
48	X-RAY TECHNICIAN	14550-26700	4	3		1
49	TEACHER	12500-24000	34	19		15

50	AGRI. INSTRUCTOR	12500-24000	6	1		5
51	VET.CUM LIVE STOCK INSPECTOR	12500-24000	3	3		0
52	S.D.A (PRINTING)	11600-21000	2	1		1
53	COMPOSITOR	11600-21000	1	0		1
54	MACHINE MINDER	11600-21000	1	0		1
55	DRILL INSTRUCTOR	11600-21000	1	1		0
TOTAL			85	47		38

ABSTRACT OF STATE PRISONS SET UP:-

No. of Central Prisons	No. of District Prisons	No. of District Hq Sub Jails	No. Special Sub Jails	Taluka Sub Jails	Open Air Jail	Juvenile Jail	Borstal School	Prison Training Institute
8	15	4	2	70	1	1	1	1

Sd/-
Addl. Director General of Police
and Inspector General of Prisons