

Instructions for keeping registers

Rule 1242

The following instructions for keeping the registers shall be carefully attended to: -

Register No 1 Admission register or under trial prisoners

Column 5 If Muslim, the caste, and if Christian or Hindu, the denomination or caste shall be entered.

Column 10 All property brought with the prisoners, from him afterwards, shall be here entered and the excess on his requirement and which is to be kept in shall be entered separately.

Column 11&12 Shall be filled in by the Medical Officer or under his orders by the Assistant Medical Officer. The prisoner shall be medically examined within 12 hours of their to the prison, as far as possible.

Column 13 A full personal description of the prisoner such as may be useful for his identification and identification mark shall be given in the column.

Column 14 Shall be filled in by the Medical Officer.

Register No 2 Admission register of convicted prisoners.

(i) Age, Labour, health, weight, protection and identification are to be filed in by or under the direction of the Medical officer. The entries in the register shall be made within 12 hours admission of prisoner, as far as possible.

(ii) Previous occupation
The particulars shown shall be in accordance with the classification required in quarterly statement No. 11 (II).

(iii) Previous conviction
All previous convictions, if established shall be entered in this column with the date crime and sentence in each case.

(iv) Sentence
In cases in which a convicted prisoner is sentenced to two or more sentences under different warrants, the aggregate of the sentences shall be shown in the register and each sentence shall also be entered separately and in detail. On receipt or result of appeal it we sentence is reduced or the section is altered, the amended sentence and section shall be recorded in red ink after crossing out the original sentence and section.

(v) Date of release
It a convicted prisoner is sentenced to imprisonment in default of payment of fine, the dates of expiry of both the substantive sentence and the sentence in lieu of fine shall be shown. On payment of fine or receipt of notice of payment thereof, the latter date shall be scored out and initialed by the Assistant Superintendent if the fine is paid in part, an entry shall be made to show the amount paid and the consequent date of release.

(vi) Check date
The check date of every convicted prisoner with a sentence of four months or more shall be fixed immediately after admission to the prison.

(vii) Weight
Weight shall be recorded in lbs., fractions of a lb. being ignored

- (viii) Property
- (a) Detail of all property of a prisoner taken from him or delivered with him on admission into prison, or afterwards received on his account, shall be entered in this register in the columns provided for their purpose.
 - (b) When the property of a prisoner is recorded by an official and made over to another for custody, latter shall initial the entries in this register in token of its receipt.
 - (c) The page number of cash book in which the cash property of the prisoner is entered shall be noted below the similar entry in this register in order to facilitate checking.
 - (d) A receipt stamp shall be fixed to the receipt obtained from a prisoner on his release for his cash property if the payment exceeds Rs. 20.
- (ix) The names of the civil prisoners and detenues shall also be recorded in this register.

Register No 3 Release diary

- (i) This register shall be containing 366 pages. A page shall be set apart for every day of the year.
- (ii) On the conviction of a prisoner with a sentence of less than four months, his name shall be entered on the page allotted to the day on which he is to be released
- (iii) If a prisoners is entitled to be released, before the expiry of his sentence on account of the award of special remission or reduction of sentence, a line shall be drawn through his name where it is entered on the date of the expiry of his sentence and;
- (iv) The names of civil prisoners and detenues shall be entered in the day on which they are to be release at the bottom of the page.
- (v) On the fixation of final date of release of a prisoner his name shall be entered on the page allotted to the day on which this date of release has been fixed.
- (vi) When a prisoner is transferred or dies before the expiry of the sentence, his name shall be scored out under the date in which it is entered and a note made against his name in the remarks column.
- (vii) Cause of discharge such as on appeal, expiry of sentence, transfer, furnishing security, or under remission rules shall be entered in the column provided for the purpose. If the prisoner is released under the remission rules, the amount of remission earned shall also be entered in this column.

Register No 4 Transfer register of prisoners

- Column 6 Full detail of documents such as warrant, remission sheet, property sheet, etc., sent along with a prisoner on transfer shall be given in this column.
- Column 7 Cash property of a prisoner sent along on transfer shall be entered in this column.
- Column 8 Transfer charges (if any) such as diet money, conveyance allowance, etc., shall be entered in this column.
- Column 11 Receipt of the Police escort shall be obtained in this column.

Register No 5 Alphabetical register of convicted prisoners

- (i) The names shall be classified alphabetically the number of pages set apart for each letter being fixed according to the number of names likely to begin with that letter. When names belonging with the same letter are numerous, the pages set apart for them may be sub-divided in the manner followed in dictionaries. Letters under which names are not likely to occur shall be omitted. If the pages set apart for any letter become filled up new pages may be opened further on in the same book for the names belonging with this letter, or in a new hook but at the end of the last complete page a reference shall be made to the page on which the names are continued. The index shall be arranged, if possible to last from 5 to 10 years.
- (ii) The initial letter of surnames shall determine their position in the index, and applications such as Sheikh, Sayed, Fakhir and the like shall follow the proper names and not affect their position. The names need not be arranged alphabetically according to the letter succeeding the initial letter nor need a new entry be made in the case of a prisoner whose name is already in the index; it will sufficient in such cases to enter against the old entry, the date of the prisoner's re-admission with his new register number. The index shall be posted up as prisoners are received.

Register No 6 Register of valuable Articles

All gold articles, Jewelry watches, foreign coins, bonds, shares and other valuable articles belonging prisoners shall be recorded in this register which shall remain in the custody of the Deputy Superintendent. While handing over articles to a prisoner the time of his release, his receipt shall be obtained in the appropriate column.

Register No 7 Prisoners private cash account register

This register will maintain on account of receipt and expenditure of cash of a prisoner on the page where it was entered at the time of his admission till the date of his discharge and will give detail of expenditures. One page will be enough for one prisoner.

Register No 8 Punishment register of prisoners

- (i) Entries of punishments of whipping and of sentences inflicted by a Court for offences committed in prison shall be entered in red ink, in order that they, may be readily distinguished. At the end of each month, an abstract of offences and punishments according to the headings in monthly statement No. VI shall be prepared.
- (ii) When a prisoner is sentenced to flogging the previous punishment awarded to him shall also be entered in this register.
- (iii) When a prisoner is sentence to whipping or change of labour, the Medical Officers certificate as to the fitness of the prisoner undergo the punishment shall be obtained in appropriate column.
- (iv) When the prisoner punished is a Woman, letter "W" shall be written under her admission number in column 3.
- (v) When an offence is committed it shall be brought on this register promptly, even if judgment has not been pronounced

Register No 9 General abstract of prisoners

This register shows to number and class of prisoners in the prison each day. The number "Locked-up yesterday" (column 2) shall correspond with the number shown as remaining on the previous day. The entries for each day shall be made on the morning the day following.

Register No 10 Barrack or party wise distribution of prisoners

- (i) Serial number commencing from 1 shall be entered in the column of the day concerned against the name of each prisoner in a barrack or forming the party deputed for work. If for any reason any prisoner is not locked up in the barrack or is unable to accompany the party a cross mark shall be entered in place of a serial number.
- (ii) The names of prisoners subsequently added shall be entered after the last name on the register and the sequence of serial number shall be maintained in order to facilitate the counting of the Prisoners.
- (iii) The warder locking up the barrack and the Assistant Superintendent in-charge shall sign the register daily after back up.
- (iv) In the case of out parties the gatekeeper shall obtain the signature of the warder at the bottom of the column of the day concerned and shall himself clearly record the number of prisoners forming the party.

Register No 11 Interview register

Full particulars and address of the interviewer be recorded in this register by the official incharge of interviews.

Register No 12 General lock-up register

- (i) Against the side heading "name of circle or barrack" shall be entered circle No. I.II Women's enclosure, Juvenile ward, etc., as the case may be and immediately under this entry the authorised accommodation of such ward shall be given. The number of prisoners actually confined in a circle or ward at any lock-up shall be given against the date.

Register No 13 Prison cash book

- (i) In this register shall be entered the receipt and disturbance of the money passing through the hands of the Deputy Superintendent except such as relate to the Factory. Section for which a register is provided.
- (ii) A fixed sum of money known as "permanent advance" is sanctioned for every prison. On the 1st April of each year the Audit office is to be furnished with a certificate that the full amount of the advance is in possession of, and to be accounted for, by the Superintendent. Petty payments shall be made by the Deputy Superintendent in cash from this advance, when the payment of large sums is necessary. The Superintendent shall draw upon the Treasury by abstract bill, which he may after obtaining a proper receipt for the amount endorsed for payment to the person to whom the money is due, or the money may be received from the Treasury and paid in cash. No large sums shall be kept in hand for more than 24 hours. So that money shall not be draw until it is actually required for disbursement. There shall, therefore, seldom be a balance against the prison, except the permanent advance, prisoner cash diet money of civil prisoners. Cash realized by sale of Government property (not manufactory) and possible petty refunds which, however, shall always be paid into the Treasury without unnecessary delay.
- (iii) A receipt shall be taken for all disbursements even for small sums. The receipts shall when possible, be in national or official provincial language and the payee shall state in words the amount received. Separate receipts for payments under factory and Maintenance Sections shall as a rule, be taken. All receipts for sums over Rs. 20 must be stamped.
- (iv) Large sums shall, as far as possible, be paid in the presence of the Superintendent, but when this is not practicable witnesses, who shall attest the payment by affixing their signature to the receipt.