

BOOK FOR THE GUIDANCE OF JAIL GUARDS OF THE GOA, DAMAN AND DIU JAIL DEPARTMENT

SECTION I

Recruitment Rules

I. The following are the grades of guarding establishment in the Jail Department, both in the Armed and Unarmed guards: —

Armed and Unarmed Guards

1. Head Guard — Senior Jail Guards.
2. Guard — Junior Jail Guards.

2. Except in the case of men who have served in the army, every recruit shall be between 18 and 25 years age, of robust constitution and good physique, be least five feet and four inches in height with a chest measurement of 31" (deflated) and must consent to undergo vaccination. Ex-Army, Ex-Navy or Ex-Air Force recruit may be given preference in recruitment.

3. New entrants joining the Department as Guards should possess the following qualifications: —

- (i) A knowledge of their regional language not lower than 4th Standard.
- (ii) Should be able to count easily.
- (iii) Preferably should be able to play some games.
- (iv) Be smart and tidy in appearance.

The Superintendent should see that men recruited are preferably ex-service men.

They will be entertained on probation in the first instance and those who are found unsuitable should be discharged during the first year of their service.

Family members and relations will not be recruited in the same Prison.


On enlistment the Jail Guards must be warned that they are liable to be transferred to any Prison in the State.

SECTION II

General Conditions of Service

1. Every Jail Guard shall be provided with uniform and he shall at all times, whilst on duty, be properly and cleanly dressed in his

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uniform and shall wear his belt. An unarmed guard shall also carry a baton. He shall on no account wear the uniform when off duty.

2. Every Officer (including Jail Guard) for whom quarters are provided by Government shall live in those quarters, and those whom no quarters are provided by Government shall live within such a distance of the Prison as shall from time to time be fixed by the Superintendent.

3. *Pay Scales*:— These will be sanctioned by Government from time to time.

Promotions

4. (a) *Promotion to Head Guards*:— Will be by selection from the best types of Guards.

(b) *Promotion to Assistant Jailors*:— By selection some Head Guards may be promoted as Assistant Jailors.

(c) *Promotions to Jailors*:— By careful selection some Jailors may be promoted amongst Assistant Jailors.

5. Classification of service into Superior and Class IV.

The following ranks are treated as superior to Guards for all purposes:—

1. Jailors.
2. Assistant Jailors.
3. Head Guards.

Training Programme of New-recruits

6. (i) Every Jail Guard who has been entertained in the Jail Department will be required to undergo a course of training for the due performance of his duties.

(ii) The training programme will be of three to six months duration and will ordinarily begin from 1st January, 1st April and 1st October every year.

(iii) The classes will be held as decided by the officer in charge of training.

(iv) At the end of each quarter the Jail Guards will have to appear for examination.

(v) Class Record of each Jail Guards under training shall be maintained and will be used for purposes of assigning value of the result at the examination.

(vi) The officer-in-charge of training shall record the result of the examination at the end of each quarter and necessary entries shall be made in the Class Record. The entries of having passed the examination should also be made in the Service Book of Jail Guard concerned and signed by the officer-in-charge of training.

(vii) The Jail Guard shall get in all three chances to pass the examination. An extra chance may be given by officer-in-charge of training at this discretion. Those who fail thrice shall be discharged from service.

(viii) The maximum permissible time limit to pass an examination will be only of one year and a half from the date on which the term of training starts, immediately after the Jail Guard is entertained in Service.

(ix) Every Jail Guard shall be required to undergo the training from the first quarterly class available immediately after recruitment.

SECTION III

Standing Orders for Jail Guards

Special

1. Jail Guards are liable to prosecution and imprisonment, if —

- (1) they wilfully or negligently permit a prisoner to escape;
- (2) if they give or attempt to give a prisoner or take out of the Prison, or attempt to take out any article not permitted by the rules;
- (3) they bring or attempt to bring any forbidden article into the Prison;
- (4) they permit or abet any communication, or attempt at communication, with any prisoner;
- (5) they wilfully disobey or neglect any lawful rule, regulation, or order;

- (6) they leave the service without permission, or without giving two months notice;
- (7) they wilfully overstay their leave;
- (8) they engage without authority in any other employment save Prison duty;
- (9) they are guilty of cowardice.

General

2. Jail Guards must make separate representation as regards any grievance. Combined action for any purpose is prohibited.

3. A Jail Guard is responsible for any breach of orders or good discipline by prisoners in charge of others, if knowing of it, he does not at once report the same.

4. Learn all rules and orders.

5. Obey all orders.

✓ 6. Be respectful to your superior officers.

✓ 7. Do not leave your quarters at any time without leave.

8. Obtain permission for visitors coming to your quarters.

✓ 9. Keep your quarters clean.

10. The Senior Jail Guard of a block in the residential lines is responsible for the carrying out of all Standing Orders in that block as to cleanliness, etc. the reporting of unauthorised visitors, cases of illness, births and deaths. Dead rats should always be reported.

11. If ill and unable to come on duty, inform the Jailor at once.

✓ 12. No Jail Guard shall leave his post for any purpose until relieved.

✓ 13. Explain all orders to the relieving officer.

✓ 14. Get to the Prison as quickly as possible on hearing the alarm bell.

✓ 15. Keep yourself and your uniform clean.

16. Do not wear uniform off duty.

✓ 17. Do not sit or lie down when on patrol or sentry duty.

✓ 18. Do not take off your belt.

19. Do not leave your baton, hand-cuffs, rifle, bayonet, or ammunition lying about.

✓ 20. Do not leave keys lying about.

21. Do not bring tobacco, spirits, charas, bhang, newspapers, book, or writing materials, inside

the Prison. This does not allude to the pencil and note book which a Jail Guard carries for his work.

22. Prevent the introduction of any forbidden article into the Jail.

23. Report any breach of Prison rules.

24. Report any person loitering about Prison grounds.

25. Report any person communicating or trying to communicate with a prisoner.

✓ 26. Never cook your food inside the Prison.

27. Do not get a prisoner to work for you, cook for you, shave or shampoo you.

28. Do not have any transactions or communications directly or indirectly, with the friends or relatives of a prisoner.

29. Take no property or money from prisoners, their friends or relatives.

30. Never allow a casual visitor to a Prison to speak to any prisoner.

31. Never fight or wrangle with other Jail Guards but report the dispute to the Jailor.

32. Take every precaution against escape.

33. Report any plot for escape, assault or emeute.

34. Report defective locks, bars and bolts.

35. Keep your dark lantern shut while on night duty unless you are examining something.

36. Do not tie up your head and ears when on duty.

37. Jail Guards in charge of circles, blocks of cells, wards, yards, factory and extra-mural files, are responsible for:

- (1) giving correct totals of prisoners and the number employed on the various industries;
- (2) the due exaction of task and good quality of the work;
- (3) the proper custody and care of all tools, plant and dead stock;
- (4) the discipline of the prisoners;
- (5) the cleanliness of buildings and yards;
- (6) the locks, bars, bolts and fastenings in their respective charges.

38. Jail Guards in charge of godowns are responsible for the stores placed in their charge and their neat arrangement.

Appeal

39. Appeal against orders passed by the Superintendent lies to the Inspector General Prisons, such appeal must be submitted within one month of the date of the order appealed against.

Prisoners

40. Never strike a prisoner save in self defence.

41. Never abuse a prisoner.

42. Listen patiently to complaints of prisoners and report the same.

43. Treat prisoners kindly but do not let them idle or have forbidden articles.

44. Do not converse with prisoners except in connection with their work or Prison routine duties. Do not discuss official matters in the presence of prisoners.

45. Do not be familiar with prisoners.

46. See that prisoners obey rules.

47. See that prisoners work steadily and complete task.

48. Report short work or bad work.

49. Report any prisoner wasting or stealing any material.

50. Report any prisoner urinating or defecating in any save the appointed place.

51. Report any sick prisoner.

52. Report any weak-minded prisoner.

53. Report any prisoner not eating his food.

54. Report any prisoner going at irregular hours to the latrine.

55. Do not allow any prisoner to drink any water other than set apart for their use.

56. Know the number of prisoners in your charge.

57. Count prisoners on taking over charge and report number to distributing officer.

58. Count and search prisoners in your charge occasionally.

59. Do not allow prisoners to have tobacco opium, charas or other forbidden articles.

60. Do not allow unnecessary talking, laughing, playing, quarelling, or indecent behaviour.

61. Do not allow prisoners to steal food, fruit or vegetables.

62. Do not allow any prisoner to leave his work-shed or yard without orders.

63. Do not allow any prisoner to leave file or yard save in-charge of a responsible officer.

64. Do not let a prisoner communicate with another prisoner save as permitted by rules.

65. Make your file march two and two; do not allow any prisoner to struggle.

66. See that prisoners parade and bathe according to order and silently.

67. See that prisoners clothing, bedding, rings, fetters, body tickets, pots and plates are clean.

68. See that prisoners bedding is aired by opening out and expousing to the sun.

69. See that every prisoner has his clothing, bedding, pot and plate and body ticket.

70. See that the prisoners in your charge get their proper allowance of food.

71. See that no food is secreted or stolen, or taken into barracks.

72. Report any tampering with weights and food.

73. Never change a prisoners labour without orders.



75. Never put a prisoner in a cell without orders, unless he is violent, and then report the fact at once.
76. Never change a prisoner's barrack without orders.
77. Never allow a prisoner to be absent at meal times or parades.
78. Report at once if a prisoner is missing.
79. Count and search prisoners carefully at lock-up.
80. Count prisoners carefully at unlocking.
81. Count prisoners in file, standing or sitting.
82. Never count a prisoner lying down if there is not a convict officer responsible within the same barrack. Prisoners in hospital cells who are seriously ill, may be counted lying down.
83. See that convict officers count prisoners properly and check their count.
84. When counting prisoners in cells, make sure the prisoner is present and not dummy under a blanket.
85. Examine locks carefully and taste them with the hand.
86. On taking over charge count prisoners and examine locks and fastening.

Tools etc.

87. Never leave tools, hatches, hammers, etc., lying about.

88. Never leave ropes, ladders, poles, plants or bamboos, lying about.

89. Do not let rubbish lie about.

90. Report all injury to prisoners clothing or property.

91. Count tools at distribution.

92. Count and lock up tools at close of work.

93. Before closing a work-shed, see that no tools, bamboos, ropes, ladders or anything likely to facilitate escape can be reached from the window.

Extra Mural

94. Count prisoners handed over to you and report total to distributing officer.

95. Count and search prisoners on taking over charge of a file.

96. Know the number of prisoners in your charge.

97. Count your file every hour, and see the prisoners have their tools in their hands.

98. Report at once any prisoner missing.
99. Never divide your file.
100. At work put the convict officers to supervise the work and to stand amongst and close to prisoners.
101. The Jail Guards form a cordon outside.
102. No prisoner is on any pretext allowed outside this cordon.
103. No outsider in on any account to be allowed within the cordon.
104. Fix a place for latrine within the cordon. For garden file also there should be a fixed latrine.
105. A Convict Overseer to accompany any prisoner going to latrine.
106. Prisoners on extra mural work should be as regularly paraded for latrines as prisoners inside the Jail.
107. The site for latrine having been fixed, no prisoner is to go elsewhere for urination or defaetion.
108. If on the march, halt the file, fall out the prisoner a distance of two yards with a Jail Guard or Convict Overseer in charge.

109. If a prisoner falls ill, the whole party (ten or less) march back to Prison. On extra-mural gangs special orders govern these cases. The above is a safe general rule, every section of ten being complete as to guard.

110. When a prisoner escapes, send a Jail Guard or Jail Guards after him, if advisable, march the rest of the prisoners back to the Prison and report. Short term Convict Officers may go with Jail Guard or Jail Guards.

111. Never send a prisoner to catch a prisoner.

112. If there is no system to relief Jail Guards, meals may be taken as follows:—

(1) Small file:—Halt, form file, prisoners sit down, Convict Overseer posted on guard Jail Guard eats food facing file.

(2) Large file:—Every alternate Jail Guard can have his meal after informing the Jail Guard in charge of gang or the Amaldar on Patrol Duty. Jail Guards to eat facing the gang.

(3) A Convict Overseer can take the post of the Jail Guard whilst he is eating.

113. Never allow a prisoner, who is in your charge, out of sight.

SECTION IV

The following rules of the Jail manual must be specially studied by the Jails Guards.

1. Every Officer shall yield prompt and strict obedience to all orders of his superior officers and shall treat all superior officers at all times with respect.

2. All officers shall be held responsible for being fully acquainted with rules and orders relating to their respective duties, and no plea of ignorance will be accepted as an excuse for neglect.

3. It is the duty of all officers to maintain discipline and order amongst prisoners.

4. The appointment of every officer shall be considered probationary for six months, unless the Inspector General shall otherwise direct.

5. On the appointment of an officer, the rules regarding indebtedness and borrowing money shall be explained to him. He shall be informed that he is liable to be called upon to serve anywhere under the State Government, and that in the event of his desiring to leave the service, he is bound to give two months notice, in writing, of his intention. Section 54 of the Prisons Act shall be read to him.

N. B.: — Every Government servant or candidate shall make, on appointment, to the authority

having power to appoint him, through the usual channal, a declaration of all immovable property which is held by him or his wife or any members of his family living with or in any way dependent on him; and shall annually on the 1st April notify the said authority of any change that has occurred in such declaration.

6. No Officer shall strike or use force to prisoner except when compelled to do so in self-defence or to restrain a refractory prisoner nor shall any officer subordinate to the Superintendent punish or direct the punishment of any prisoner. He must never argue with prisoner nor address coarse or unbecoming language to them. It is the duty of all prisoner officers to treat prisoners with good temper and strict impartiality, to listen patiently to their complaints and grievances, while at the same time maintaining strict discipline and observance of all rules and regulations. It is important that every complaint made by a prisoner shall be heard with attention, in order that no legitimate cause for discontent may be allowed to remain.

7. No Officer shall correspond, or held any unauthorised intercourse, with the friends or relatives of any prisoners, nor make any improper communications regarding the Prison to any person unconnected with the Department.

8. All Officers are bound: —

(i) to exert the utmost vigilance in the prevention of escapes;

- (ii) to prevent to the best of their power the introduction into the Prison, and the giving to any prisoner, of any articles except those permitted by rule;
- (iii) to prevent any communication between prisoners and outsiders except as permitted by rule.

9. An Officer observing any person attempting to communicate with any prisoner, or loitering about the Prison grounds or mingling with the prisoners while at work or on the march, is bound to report the circumstances to his superior officer without delay.

10. No Officer of a Prison shall be permitted to receive any visitor or friend in the interior of the Prison, and no Officer, occupying quarters attached to the Prison, shall permit any person, not being regular member of his family, to live with him, without the permission of the Superintendent.

11. No Officer shall use tobacco, spirituous liquors, or any intoxicating or narcotic drug within the Prison walls.

12. Silence and discipline are to be strictly enforced in the case of prisoners, and no subordinate officer is to be permitted to hold any communication with a prisoner further than is requisite to enforce obedience to the Prison rules and for the performance of his duty, and

he is not to be allowed to talk of any Official matter whatever in the hearing of a prisoner.

13. All disputes and wrangling about points of duty between officers of the Prison are strictly prohibited; doubtful question must be at once referred to the Jailer for the decision and orders of the Superintendent.

14. For the following offences a prosecution shall be instituted against the Offender, unless the Inspector General otherwise orders, in which case the offender shall be punished departmentally: —

- (1) wilfully or negligently, permitting in escape;
- (2) giving or attempting to give a prisoner any article not permitted by rule;
- (3) introducing or attempting to introduce or abetting the introduction into Prison of any article not permitted by rule;
- (4) abetting any communication or attempt at communication, without permission with any prisoner.

15. Appeals from the decision of Superintendent shall lie to, and be disposed of, by the Inspector General. Appeals from Prison Officers still in the Department must be forwarded through the Superintendent.

16. (1) Appeals against the decision of the Superintendent shall be submitted within one month of the date of the order appealed against.

(2) Any person having cause of complaint against the proceedings of any Civil Officer of Government is, in the first instance to seek redress from that Officer's immediate superior who, if he declines complaine, is to give the petitioner a written endorsement or order, setting forth the grounds upon which the request is refused. If the petitioner is dissatisfied with this order, he is at liberty to address the chief local authority and eventually the superior Civil authority by whom the chief local officer is controlled, or in the event of there being no such intermediate controlling authority, Government.

Provided that where the issue turns on a question of fact there shall be only one appeal in respect of the proceeding of any gazetted Officer or of a decision in appeal by such an officer .

(3) The proceeding rule is not to be interpreted as precluding chief local or controlling authorities from using their discretion regarding the presentation, direct to themselves, of applications and complaints which have not been previously submitted to Officers subordinate to them.

(4) Government, however, will not receive a petition on any matter, unless it shall appear that the petitioner has already applied to the chief local authority, and, where such exists, to the controlling authorities or copies or them, and the answers to, or orders upon, those petitions, in original, or copies of them, must be annexed to all petitions addressed to Go-

vernment. The copies required by this Rule are not required to be certified copies. Petitions by telegraph will in most cases violate this rule and will not generally be answered or attended to.

(5) Petitions to Government from persons in the service of Government relating to any matter affecting their official position will not be entertained unless forwarded through their official superiors.

(6) No appeal is admissible from a person in the service of Government when the action desired by such person is in the nature of a favour and not of a right or when such person has failed to obtain an appointment to which considerations of seniority and not usually held to apply. When a petition of appeal of this nature is received it will be returned to the petitioner with an endorsement referring him to this rule.

(7) Government after passing a final order on appeal made to them, will not notice a second petition on same subject, unless new matter requiring special consideration be introduced.

(8) The exercise of special revisionary powers by Government or any high officer of Government will be restricted to cases where it is necessary to remedy some flagrant irregularity.

17. Subordinate officers are prohibited from taking any part in any joint or combined action with a view to agitating for the redress of any

grievance or supposed grievance, or for any other purpose whatsoever.

✓ 18. All officers shall pay strict attention to cleanliness of person and dress, and shall at all times while on duty wear the prescribed uniform.

19. No officer shall employ any prisoner, except as provided by rule, on his private account.

20. All officers on being relieved from duty shall point out to their successors all matters of special importance and shall explain any directions given by a superior Officer. A list of arrears and pending correspondance should be prepared and signed by both relieved and relieving Officers and placed before the Superintendent.

21. Every Officer unable to attend to the regular performance of his duty by illness or any other cause shall give or send immediate notice to the Jailor.

22. Every Officer for whom quarters are provided by Government shall live in those quarters and those for whom no quarters are provided shall live within such a distance of a Prison as shall from time to time be fixed by the Superintendent.

23. An officer under suspension may be permitted, provided his behaviour is satisfactory, to reside in the quarters allotted to him until such time as he is reinstated or dismissed. He shall

during suspension not be permitted to possess a prison key or have access to the Prison or prisoners.

24. All Officers dismissed, discharged, or allowed to resign their appointments, shall be required at once to quit the prison and the quarters occupied by them, and shall give up any uniform or other Government property entrusted to them.

25. No Officer entrusted with keys shall take them out of the Prison, leave them lying about, or lend them to any person on any pretence whatever, but he shall, when leaving the Prison on any occasion, deliver his keys to such officer as may be authorised by the Superintendent or Jailor to receive them. The keys when not actually in use shall be worn attached to the waist-belt and not slung over the shoulder. This rule, in so far as it relates to the removal out of the Prison of the keys and the manner in which they should be worn, does not apply to the keys which, according to the rules, are kept in the possession of the Superintendent and Jailor.

26. Officers may be granted casual leave to the extent of 10 days at a time by the Superintendent. All other kinds of leave require the sanction of the Inspector General, except in the case of junior Jail Guards (below the rank of Head Guard) to whom leave according to the Civil Services Rules may be granted by the Superintendent. It is to be understood that leave can only be granted when

satisfactory arrangements can be made for carrying on duties of the absentee.

27. The Jail Guards shall have assigned to them from time to time the immediate charge of such prisoners and such parts of the Prison as the Jailer, under the orders of the Superintendent, may direct.

28. The posts and duties of Jail Guards shall be frequently changed so as to prevent them from forming permanent relations with the prisoners.

29. Jail Guards in charge of work-sheds shall be responsible for all tools and property kept in them.

30. It shall be the duty of all guards: —

(1) Not merely to prevent escape, but also to aid their superior officers in seeing that prisoners conform to the rules of the Prison, that they industriously apply themselves to their work, that they do not waste material and that they complete their allotted tasks.

(2) To stand or work whilst on patrol duty and on no consideration to take off the belt or lie down whilst on duty.

(3) To treat prisoners with humanity and bring their complaints and grievances to the notice of their immediate superior with as little delay as possible.

(4) To bring to notice any signs of sickness amongst the prisoners.

(5) To report to the Jailor if an uncomplaining prisoner appears to be passing into a failing state of health or if a prisoner's state of mind appears, in their opinion, to be weak and uncertain.

(6) To see that each prisoner, on leaving or returning to his barrack or cell, has his clothing and bedding and vessels, and wears in the assigned place his body ticket.

(7) To count the prisoners made over to them and to declare the number to the Officer distributing the prisoners.

(8) To know the number of prisoners in their charge to count their prisoners at least twice during their turn of duty and to satisfy themselves that they have the correct number in their custody.

(9) To keep a list of tools delivered to prisoners on proceeding to work in the morning, and on their leaving off work in the evening to count, examine, and return the tools into store, reporting any deficiency immediately to Jailor.

(10) To search all prisoners of their gangs at the time they are made over to them, likewise before they give over charge of them to any other person, and at such other times during their watch as may be necessary and to report the discovery of any forbidden articles upon any of the prisoners in their charge or on their beat.

(11) To report all cases of idleness and short-work amongst convicts sentenced to labour.

(12) To prevent all unnecessary talking, laughing, singing, playing, or quarrelling and other unseemly behaviour.

(13) To prevent the use of or possession by prisoners of tobacco or any articles permitted by rule, to see that prisoners in the Prison garden do not steal vegetables or fruit and that they drink no water except that set apart of their use.

(14) To see that the prisoners march two by two when moving from one place to another and that they do not leave their proper places or loiter about the Prison or place at which they may be working.

(15) To see that no prisoner leaves the enclosure in which he is confined without authority, nor communicates with any prisoner with whom he has no proper concern.

(16) To see that no dirt or litter is allowed to lie about the prison, and that the wards cells and drains are kept clean, and to report sweepers who neglect their work.

(17) To report prisoners urinating or defoeating in the drains or in any place other than the place provided for the purpose, and to bring to the notice of the Jailor any prisoner who goes to the latrine at unauthorized times.

(18) To see that any prisoner who has occasion to leave the gang for any purpose whatever

is made over to the charge of a responsible officer whilst away from his gang.

(19) To see to the cleanliness of the persons, clothes, bedding, ring, fetters and eating utensils of the prisoners in their gangs. To see that the prisoners bathe only at the appointed time and that the bedding is aired according to orders.

(20) To report any plots against the Prison authorities for the purpose of escaping, assault or outbreak, or for obtaining forbidden articles. To report every breach of prison rules.

(21) To report any defect in locks, bolts or bars, and any tampering with these articles or keys.

(22) To keep all the keys entrusted to them on their person and not to leave them lying about.

(23) To report any case of wilful injury to Prison clothing or property.

(24) To prepare prisoners for muster and for parade and to see that each prisoner comes to his place in proper order, behaves well, and keeps silent.

(25) To see that no food is secreted by the prisoners, that every prisoner gets his proper allowance of food and that no prisoner gives his food to another; to report any cook who gives a short allowance or favours a prisoner by giving more than the allowance.

(26) To report to the Jailor the fact of any prisoner being missing.

(27) To keep their uniforms in good order.

31. Jail Guards shall be mustered when coming on duty and when being relieved they may be searched at such or any other time in the presence of the Jailor or Junior Jailor, but not, except in a case of emergency, in the presence of prisoners.

32. They shall on being relieved, explain their duties to the relieving officer, and both delivering and receiving officers shall count the prisoners and examine all fastenings in their charge. The responsibility of a Jail Guard on duty shall not cease until he is properly relieved.

33. Jail Guards have powers to handcuff, and confine if necessary, refractory prisoners but, must bring the matter to the notice of their superior officers immediately.

34. They shall not be absent from their quarters during the night without leave from the Jailor.

35. The quarters of Jail Guards and the area surrounding them are to be open for inspection when required. They shall always be kept clean and tidy.

36. Jail Guards are entitled to free passages by rail or sea to their homes and back while

proceeding on and returning from leave. This concession is granted only once in two years and a Jail Guard must have served three years before he can received it.

Note: — On each occasion on which Jail Guard proceeding on leave is given free Railway or Steamer ticket this fact should be clearly recorded in his Service Book and separately initialled by the Superintendent.

- ✓ 37. In every prison one of the Jail Guards shall be detailed to perform the duties of gate-keeper. The person so selected must be able to read and write.
- ✓ 38. The gate keeper shall be in charge of the main gate of the Prison and shall never under any pretext leave his post till relieved by another Officer. He shall during the day retain charge of the keys of the gates; during the night the keys shall be delivered to the care of the Jailor.
- ✓ 39. He shall be responsible that no one enters or goes out of the Prison gate except the recognized Prison Officers, Official and non-Official visitors, persons holding a pass from or accompanied by the Superintendent or Inspector General prisoners accompanied by a superior officer, and persons accompanied by the Jailor with the permission of the Superintendent. He shall be furnished with a list of visitors entitled to enter the Prison.

40. (a) The main gates shall not be opened during the day except at such times and for such special purposes as may be laid down by the Superintendent, and during the night only in case of emergency. —

(b) On ordinary occasions, and for ordinary purposes, ingress or egress of all persons having business in the Prison shall take place through the wicket door, and one gate shall never be unlocked until the other is securely shut. In the work of opening and shutting the gates the gate keeper may be assisted by the Convict Officer. ✓

41. He shall be most careful to prevent the embezzlement of Prison property or the admission of any prohibited articles such as tobacco, opium, razors, knives, nails, money letters or any improper articles whatever. The admission of drugs, medical or surgical appliances will not also be permitted without the written authority of the Medical Officer. He shall allow no factory articles, raw materials, stores, tools, etc. to pass through the gate without an order in writing from the Prison official responsible for these articles.

42. To enable the gate keeper to enforce these regulations, he is authorized to search all persons passing in or out of the Prison except those whose names are included in the list of visitors with which he is furnished or some other persons as may exempted by the Superintendent's order. The higher officers of the Prison including

the Superintendent, Medical Officer, Jailors, Senior Jail Guards (of the rank of Head Guard medical subordinates, Clerks, compounders and Technical staff, shall ordinarily be exempt from search. The searching of all persons, including prisoners, must be carried out with due respect for decency and with as much consideration as possible.

43. If the gate keeper has any reason to believe that any Prison Officer exempt from search is introducing or removing articles which ought not to be taken into or out of the Prison he may detain him between the gates, and shall give immediate notice to the Jailor, who will himself make the search. An exempted Prison Officer whom the Jailor considers it necessary to search shall at once allow himself to be searched by the Jailor.

44. He shall keep in his own handwriting Register No. 11 Gate Register a continuous diary of all that happens at his post and shall enter therein the names of every persons entering or leaving the Prison, the total number and the register numbers of every gang of prisoners passing in and out with the name of the Officer in charge, as complete and accurate a list as practicable of the articles taken in and out, and in each case the hour of entry or exit. This register shall be placed weekly before the Superintendent for his initials.

45. He shall carefully file all passes for articles sent out of, or brought into, the Prison, as well as any passes for admission presented by visitors.

46. He shall keep in his charge the spare lanterns and torches for any emergency, and shall hand over the same to the Jail Guard on duty at the gate at night. A lamp shall invariably be kept burning through out the night at the main gate. In the passage between the main gates shall be kept the following articles:

1. Clock.
2. A general key box with a lock fixed to the wall.
3. A special glass fronted box containing the keys of the female enclosure.
4. A standing desk for the gate keeper's books and writing materials.
5. A stool for the gate keeper.
6. One iron chain.
7. A board on which details of the population of the Jail is written each morning.
8. List of visitors and other persons as may be exempted from search.

47. A bell be rung as the signal for opening and closing the Prison, distribution of meals, etc. The details of the daily routine, shall be carried out systematically, the prisoners being always moved about together by word of command. Parties when halted shall ordinarily be required to sit

down, and when being moved shall receive the orders «rise» and «march». At the first order the party will rise, and at the second move off steadily in twos. Prisoners shall on no account be allowed to wander about the yards unattended, at any time.

48. Previous to the opening of the barracks the convict Officers shall awake all the prisoners, and make them shake out; and fold up, their blankets and sleeping mats neatly, and shall keep them in readiness to march out of the barracks in file.

49. As soon as the barracks and cells are unlocked, each prisoner shall take his bedding outside, place it in the space allotted for it. It shall then be spread out, except on rainy days, in the open for some hours, after which it shall be taken and placed on the proper berth by the convict Officer incharge of the block or other Officer as the Superintendent may direct. If the weather prevents the beddings being placed in the open, they should be kept separately and not piled up in a corner in the barrack. Beddings shall be occasionally examined to see if they are properly aired.

50. Directly the barracks and cells are vacated, the night vessels shall be removed and the sweepers shall then thoroughly sweep and clean every part, all cobwebs, dust and dirt of every description being carefully removed from the roofing, corners and elsewhere. The yards shall also be

swept. Earthen floors shall be rubbed with a mixture of clay and water and stone or wooden floors shall be washed at least once a week.

51. As the prisoners leave the barracks they shall be counted, formed up, and any prisoner complaining of illness shall be kept apart to be sent before the Medical Officer. This over, they shall be marched to the latrine and when they have been given an opportunity of resorting to it, they shall be marched to the bathing platform and shall be required to wash their hands, faces and feet.

52. Every prisoner shall be required to clean his teeth regularly each morning. For this purpose he shall be provided every week with a tooth stick of Neem, Babul or other suitable wood 6" long, or in each yard shall be placed a vessel containing powder charcoal and salt in the proportion of 4 to 1 to be used as a tooth powder. The charcoal will usually be available from the cook house. Any prisoner wishing to do so may be allowed to purchase a tooth brush and tooth powder from his private cash.

53. As the latrine and washing parade which should not take more than an hour, is completed, the early morning meal shall be distributed. The prisoners will then be divided into gangs, each gang being placed in charge of the jail guard and Convict Officer. Care shall be taken that the number of the prisoners in each gang and the name of the Officer in charge are recorded



in a book, so that there shall be no difficulty in proving to whose custody every prisoner in Prison was made over.

54. The gang will then be marched to their works, the prisoners being ranked in twos required to keep in order. The distribution of labour will be made by the jailor in accordance with any rules laid down by the Superintendent. The Jailor shall see that no prisoner is put to or kept on work for which he is declared unfit.

55. After the morning meal is finished, the prisoners shall be marched to the latrine, given an opportunity of using it, and the gangs shall then be reformed and marched back to their work which shall be continued till 4 p. m. In the height of the hot weather a mid-day rest may be allowed, care being taken that prisoners in good health labour not less than eight hours per day or until such time as they complete the task allotted to them. Arrangements shall be made for each prisoner to bathe daily in the hot weather, and in the cold and rains as often as the Medical Officer may direct. The convict Officer shall see that each prisoner does bathe, unless excused by the Medical Officer.

56. If it becomes necessary to open a barrack or cell during the night, as for instance, in the case of a prisoner requiring medical attention, the Officer in charge of the keys shall break the seal, open the key box and take possession of the necessary keys, returning them to the key



box when no longer required and shall before being relieved report in the Jailor's Report Book the necessity for opening the key box. Care should be taken when removing a prisoner from a barrack at night that the other prisoners do not make a rush. To prevent this, barrack doors should be provided with an iron chain which will allow of the door opening just enough to allow one person to pass at a time.

57. If it is necessary to let the cooks out before the general body of convicts, they shall for the preceding night be locked up together in a barrack, the key of which shall be returned to the senior Prison Officer on night duty, who may unlock the barrack at the prescribed hour.

58. As a general rule, prisoners who work together shall as far as practicable sleep together so as to facilitated the formation of gangs, prevent inter-communication among prisoners etc. Prisoners concerned in the same case shall not as a rule be confined in the same barrack or employed in the same gang. All long-term prisoners however should be frequently changed from barrack to barrack or cell to cell, as the case may be to frustrate combined or individual attempts at escape.

59. No officer below the rank of jailor may order the transfer of a prisoner from one barrack or cell to another.

60. The prisoners shall sleep on the raised berths provided, or where berths are not provided

in the space marked off, and no prisoner shall be allow to leave his berth or allotted place without first obtaining leave from the convict Officer on duty.

61. A light shall be kept burning in every sleeping barrack throughout the night. The light shall be so placed as to be inaccessible to the prisoners and the convict Officers on duty shall immediatey report to the sepoy on duty of the light goes out at any time during the night. It shall be the duty of the convict Officer to prevent all noise and to maintain order in all respect reporting any breaches of prison rules.

62. In the case of Class I prisoners a lamp will be provided for use till 10.00 p.m. or an electric light where such is available.

Where association barracks only are available one or two general lights will be provided for the common use of the prisoners in such barracks. These ligths will be fixtures.

63. In each barrack a night latrine shall be provided which shall be screened off, for the sake of decency. As prisoners are afforded sufficient opportunity of reporting to the day latrines, the use of the night latrines except as urinals should be discouraged and the convict officer shall report any prisoner who makes a practice of using them for other purposes. Similarly the vessels provided in cells should be used only for urination.



64. A receptacle for urine, one-forth filled with water, shall be placed near each work shed or other place of labour. If in the course of the day any prisoner visits the latrine at other than the appointed hours from idleness or as an excuse for communicating with other prisoner, he may be punished.

65. No prisoner shall leave his work or his line to make any representation to the Superintendent or Jailor who shall, at least once during the day, visit all the prisoners and give them the opportunity of making representations and complaints on any urgent matter, such as appealing, assault for illtreatment. Any prisoner wishing to appeal or making such a complaint shall be brought by the Jailor before the Superintendent.

66. Every prisoner shall wash his clothing at least once a week and his lungoti daily at such times as the Superintendent may direct. This shall usually be done during the forenoon of Sunday. If necessary the Superintendent may detail prisoners for purpose of washing any special portion of Prison clothing and the private clothing of prisoners.

67. Under section 42 of the Prisons Act of 1894 the introduction or removal or the attempt to introduction or removal into or out of any Prison and the supply or attempt to supply to any prisoner outside the limits of a Prison, except in accordance with rule and with the authority of the Inspector General, the Superintendent,

Jailor, the Medical Officer or in the absence of the latter, the Subordinate Medical Service Officers, of any of the articles herein below specified are prohibited, that is to say:

- (1) Alcohol and Spirits of every description.
- (2) Bhang.
- (3) Betel.
- (4) Bank notes.
- (5) Bamboos, ladders, clubs, sticks and any implements capable of being used to assist in the escape of a prisoner or as implements for causing hurt.
- (6) Books.
- (7) Clothing.
- (8) Drugs of every description.
- (9) Food, fruits, sweets, condiments.
- (10) Anything whatever, for eating and drinking.
- (11) Firearms, explosive materials, weapons knives and cutting implements of every kind.
- (12) Ganja.
- (13) Gold, silver, copper or any metal in any form.
- (14) Letters and writing materials of every description.
- (15) Matches and materials for producing fire.
- (16) Money.

- (17) Opium.
- (18) Papers.
- (19) Playing cards or other implements for gambling.
- (20) Postage stamps.
- (21) Rope, string or anything capable of being used to facilitate escape.
- (22) Snuff.
- (23) Tobacco and appliances for smoking it and any other article whatsoever not specially permitted by the Prison rules.

68. (a) All Muslim prisoners, convicted or undertrial should be allowed to keep «Roza» during the month of Ramzan. Prisoners not in good health should not be allowed to keep «Roza» unless with the permission of the Medical Officer.

(b) Every prisoner should be allowed to perform his devotions in a quiet and orderly manner during meal-hours, the mid-days rest, and after being locked up for the night, and until opening out in the morning, shouting out or praying in loud tones should not be permitted, either in the day time or at night.

(c) No gathering together of any class of prisoners for the purpose of performing devotions is permitted in the barracks.

(d) Prisoners, while keeping the fast should be permitted to receive the whole of their daily rations at the evening meal, and to retain the whole, or any portion thereof in their barracks

or cells, for consumption during the night or following morning.

The rations for Muslims who are fasting should be cooked as late in the afternoon as possible so that the food may not be unduly stale when consumed.

(e) No relaxation of the ordinary rules for work will be allowed to prisoners who are keeping Roza or fast.

(f) Muslim prisoners in cells may have an extra pot in which to hold the water for washing before prayers.

69. The keys of the Prison shall, when not in use, be kept in box affixed to the wall between the main gates, the key of the treasure chest shall at all times be in possession of the Superintendent unless otherwise ordered by the Inspector General, and that of the safe containing the prisoners jewellery etc. in the keeping of the Jailor. After the prisoners are counted and the Prison is locked in the evening, all keys except those of the treasure chest, the jewellery safe, the key box and the keys for the wickets of the outer and inner gates, shall be collected and counted by the Jailor. They shall then be locked in the key box. The key of the box together with the keys of the wickets of the inner and outer gates shall be entrusted to the senior officer on night duty. In the event of any key being lost or mislaid, the lock to which such key belongs shall be immediately withdrawn from

use. Repairs to keys shall either be carried out in the Prison Factory, under the immediate supervision of a senior official, or in the bazar.

70. (i) The keys of the female enclosure shall be kept in a separate glass fronted box next to the general key box.

(ii) The key of this box shall be kept either by the Jailor or Senior Matron according to local circumstances.

(iii) In case of serious emergency such as fire or attempt to suicide in the female enclosure the Senior Jail Guard on duty in the Jail at the time shall break the glass, take out the keys and proceed to the Female Section after having sent messages summoning the Jailor, Matron and Subordinate Medical Service Officer.

(iv) If the alarm from the Female Section should merely be complaint of illness or similar occurrences where a short delay would not matter the Senior Jail Guard shall send for the Matron or Jailor.

(v) Where necessary a bell or gong, within easy reach at night; must be provided in the Female Section so that attention may be attracted in case of emergency.

(vi) Some means of rapid communication must be provided between the main gate and the Matron's or Jailor's Quarters either by a messenger or by an electric bell or similar contrivance. In some cases it might also be desirable to

have electric bell communication between the Female enclosure and the main gate.

71. The following acts are forbidden, and every prisoner who wilfully commits any of the following acts shall be deemed to have wilfully disobeyed the regulations of the Prison, and to have committed a Prison offence within the meaning of Section 45 of the said Act: —

- (1) talking when ordered by an Officer of the Prison to desist and singing, loud laughter and loud talking at any time.
- (2) quarrelling with any other prisoner.
- (3) secreting any article whatever.
- (4) showing this respect to any Jail Officer or Visitor.
- (5) making groundless complaints.
- (6) answering untruthfully any question put by an Officer of the Prison or Visitor.
- (7) holding any communication (in writing, by word of mouth, or otherwise) with an outsider, with a prisoner of the opposite sex, civil or undertrial prisoner or a prisoner of a different class in disobedience of the regulations of the Prison.
- (8) abetting the commission of any Prison offence.
- (9) omitting to assist in the maintenance of discipline by reporting any Prison

offence or to give assistance to an Officer of the Prison when called on to do so.

- (10) doing any act or using any language calculated to wound or offend the feelings and prejudices of a fellow prisoner.
- (11) doing any act calculated to create any unnecessary alarm in the mind of the prisoners or Officers of the Prison.
- (12) leaving without permission of an Officer of the Prison the gang to which he is attached or the part of the prison in which he is confined.
- (13) leaving without permission of an Officer of the Prison, the building, the yard, the place in file the seat or the berth assigned to him.
- (14) loitering about the yards, or lingering in the barrack when these are open.
- (15) omitting or refusing to march in file when moving about the Prison.
- (16) visiting the latrines or bathing platforms except at stated hours or without permission of an Officer or the Prison or resorting unnecessarily to the night latrine or omitting or refusing to employ dry earth in the manner directed by the Prison regulations.
- (17) refusing to eat food or the food prescribed by the Prison diet scale.

72. The total number of convict Officers should be kept as low as possible. The percentage of convict overseers must not exceed 6 per cent, and the percentage of night watchmen must not exceed 5 per cent, of the Prison population. The maximum permissible total number of convict Officers is therefore 11 per cent of the population and ought in most prisons to be considerably less. Any excess requires the special sanction of the Inspector General.

73. Every convict Officer shall be liable for misbehaviour to reduction to convict, or any intermediate grade, any any convict Officer so reduced shall not be eligible for promotion again except in accordance with Rules.

74. If a convict Officer is reduced for the offence for insolence or insubordination, accompanied by violence, he shall not again be eligible for the post of convict Officer, during the current term of his imprisonment. If a convict Officers escapes, or assists or connives in the escape of other prisoners, he shall be permanently reduced in addition to any other punishment.

75. Convict Officers shall not be required to have their heads shaved and beards clipped. Cleanliness in these matters must, however, be maintained and shall be exempt from wearing fetters and ankle rings. The body tickets of convict overseers shall not be exposed to view but shall be encased in a small pocket provided on the left breast piece of the coat.

76. No convict Officer shall have independent charge of any file, gang, or other body of prisoners, nor shall he have independent power to issue orders to prisoners, but there shall always be a paid Officer in superior charge under whose control and orders the convict Officer shall work.

Provided that within the main walls of the Jails reliable convict Officer may temporarily be entrusted with charge, of a gang employed on fatigue duty or of a convalescent gang or a small gang of mehtars or water carriers or compound sweepers.

77. No convict officer of the casual class shall ordinarily be placed in charge of habituals. This prohibition does not, however, apply to a casual convict officer of some status and education who has been sentenced to imprisonment for a crime against the person committed in passion and who but for this lapse is respectable member of society and is unlikely to be contaminated by evil association.

78. The duties of convict night watchman, in addition to his daily allotted labour and tasks during the day, shall be to —

(a) patrol the inside of wards and assist and maintaining discipline and order at night.

(b) prevent prisoners leaving their barths except with permission and for a necessary purpose.



(c) count prisoners frequently, satisfy himself that all are present and answer challenging patrols.

(d) prevent, as far as lies in his powers, any breach of Jail rules by any prisoner in his charge and report the same.

(e) report cases of sickness and the use of latrines otherwise than at the times specified for that purpose.

(f) assist in quelling any disturbance and in cases of necessity, defend any official.

(g) assist the jail guard in discharge of their duties.

(h) at all times to do everything in his power to prevent escape and to bring immediately to the notice of the Prison authorities any plot to escape or any projected emeute by other prisoners which may come to his knowledge.

(i) he may also if required be employed to act as gate keeper or a workshed or barrack yard during the day time. The number of night watchman employed on supervision or guarding duty during the day must, however, be as small as possible.

79. The duties of convict overseers shall be to —

(a) perform all or any of the duties of a convict night watchman which he may at any time be called upon to perform.

(b) supervise the labour of the prisoners and maintain order and discipline among them.

(c) look after factory tools and appliances.

(d) see that bathing and other parades are properly carried out to see that prisoners keep themselves, their clothing, pots and plates, and fetters clean.

(e) escort prisoner about the prison when so required.

80. No food, save with the permission of the Superintendent of Jailor is to be taken away from the spot where the food parade is held by any of the prisoners to eat elsewhere. Any food and scraps which may not be consumed should be collected and divided amongst prisoners who will eat it. If not eaten, it may be given to the Prison cattle or thrown away.

81. Convict Officers shall eat apart from ordinary prisoners.

82. If any prisoner complains of the apparent smallness or lightness of the rations served out to him, the Jailor should at once ascertain by weighing the same in the presence of the prisoner if the complaint be correct or not and every precaution should be taken to prevent fraud on the part of the cooks or parties employed in the provisions godowns. Scales should be at hand for weighing the rations complained of.

83. Any tampering with the food or scale by the cooks should be severely punished.

84. The allowance of oil shall always be placed in the food in the presence of a Subordinate Medical Officer.

85. It is of the utmost importance that the food supplied to the prisoners shall be completely and properly cooked and that the full quantity issued shall reach them and the Jailor shall be responsible that this is done. Occasional inspections of the food when dressed for use should be made by both the Superintendent and the Medical Officer.

86. It is also of the highest importance that there should be no tampering with the quantity of food either by means of false scales or through the deduction of portion as perquisites for the distributing subordinates. As this matter must rest with the superintending officers, the urgency of examining the scales and testing the distributed portions, after short intervals, cannot be too strongly insisted upon.

87. Prison subordinates are not allowed either to cook their food inside the Prison walls or to have it cooked for them by the prisoner cooks.

88. Care shall be taken that the kitchen and cooking pots and appliances are scrupulously clean and well kept.



89. Any defect in quality noticed by the Medical Officer or Medical Subordinate shall at once be brought to the notice of the Superintendent.

90. Each Jail will have a canteen and all prisoners including detenus and undertrial, are allowed to purchase out of their earning or private cash, tea, tobacco, bidies, eatables, soap, toilet, etc.

91. The prisoners private property and clothing store should be in charge of an Assistant Jailor or if none is available for this duty his next Junior. He will attend all auction sales of clothing and be responsible for the amounts received and see that fair price is obtained for the clothing's value.

It is strickly forbidden to buy directly or indirectly any prisoner's property at such auction sales by the Jail staff.

92. During the hot season, in districts where the heat is very great, a mid-day rest of two hours may be allowed to all prisoners. A mid-day rest of two hours should also be allowed, at all seasons of the year, to weakly or infirm Prisoners from whom labour is exacted.

93. The employment of prisoners by the Officers and staff of Prisoners for private work at their residences and in gardens attached to their houses is strickly prohibited.

94. The Officer in charge of the guard shall see that all standing orders regarding the duties of

the guard are dully observed, and shall satisfy himself, as soon as the guard is mounted that all such orders are known to the man and understood by them.

95. The fire arms of the guard shall remain in the guard room when not in use.

96. No Officer or man on guard duty shall on account take off his clothing or accutremants. This rule does not apply to occassions when an Officer or man is taking his meals, nor does it prohibit him from taking off his cap or belt when lying down to rest during the day and night.

97. The Officer in charge of the guard shall on no account quit his guard except to obey a call of nature and before quitting the guard he shall place the next senior Officer in charge. He shall also prevent any man from quitting the guard without leave, which shall be sparingly granted, and only for special purposes and for the shortest possible period.

98. Men, on guard duty, who may be unable to arrange for having their food brought to them, shall be allowed two hour leave for the purpose of taking their meal between the hours of 8 a. m. and 2 p.m. This privilege shall not be granted to more than one third of the men on guard at the same time.

99. The guard shall resist by force all attempts made to break into or out of any part of the

Prison, and shall aid in the suppression of all violence or opposition to authority on the part of the prisoners.

100. The guard shall not take any part in the daily discipline of the Prison or assist in searching the prisoners or in counting them. It is to be kept as much as possible from being brought into close contact with the prisoners.

101. The Officer or men of the guard shall not hold any communication with a prisoner either by words or by signs, they are strictly prohibited from bringing anything of whatever description from the outside of the Prison to any prisoner and from receiving anything from a prisoner to be conveyed outside the Prison.

102. In the event of any attempt to break out of the Jail or Prison or any other disturbance occurring, the guard shall immediately fall in, load and act in accordance with the rules framed under Goa, Daman and Diu Prisons (Discipline) Rules, 1968 and the Officer of the guard shall at once do his best to communicate with the Jailor and his own superior Officer. If however the Prisoners should assault the Prison officer, or attempt to break out of any particular ward or yard, and the Officer of the Guard should consider that it would be dangerous to delay until arrival of the superior Prison Officials, that Officer shall rescue the Prison Officers and prevent the Prisoners from breaking out. The Officer shall give notice to the prisoners in a loud

tone of voice, that if they do not immediately surrender, they will be fired upon. This warning shall (if circumstances admit of delay) be repeated twice, and if there appears no other means of quelling the disturbance, the officer shall direct his men to open fire upon the refractory prisoners but he shall be careful to cease firing as soon as the prisoners flee or surrender. On the arrival of the Superintendent of the Prison, or superior officer, of Police, the guard shall act under their orders. In this connection attention is invited to the following rules regarding the use of arms against any prisoner or a body of prisoners, in the case of an outbreak or attempt to escape: —

(1) Any Officer of the Prison may use a sword, bayonet, firearm or any other weapon against any prisoner escaping or attempting to escape provided that resort shall not be had to the use of any such weapon, unless such officer has reasonable ground to believe that he cannot otherwise prevent the escape.

(2) Any Officer of the Prison may use a sword, bayonet firearm or any other weapon on any prisoner engaged in any combined outbreak or in any attempt to force or break open the outer gate or enclosure wall of the Prison, and may continue to use such weapon so long as such combined outbreak or attempt is being actually prosecuted.

(3) Any Officer of the Prison may use a sword, bayonet firearm or any other weapon against

any prisoner using violence to any Officer of the Prison or other person provided that such Officer has reasonable ground to believe that the Officer of the Prison or other person is in danger to life or limb or that other grievous hurt is likely to be caused to him.

(4) Before using firearms against a prisoner under the authority conveyed in Rule (1) of this part, the Officer of the Prison shall give a warning to the Prisoner that he is about to fire on him.

(5) No Officer of the Prison, shall, in the presence of his superior Officer, use arms of any sort against a prisoner in the case of an outbreak or attempt to escape except under the order of such superior Officer.

103. The Guard shall present arms to the Lt. Governor, Chief Minister, Ministers, Inspector General of Prisons, to the Superintendent of the Prison, the Inspector General of Police, the District Magistrate, the Judicial Commissioner the Additional Judicial Commissioner, the Session or Additional Sessions Judge, the Assistant Sessions Judge the Magistrate in charge of the Sub-Division, the Superintendent of Police, the Medical Officer of the Prison and such other Officers as may be entitled to that compliment when visiting the Prison.

104. The Prison Guard shall be changed every 24 hours when sufficient men are available. The sentries shall be relieved in the presence of the

Officer of the guard every two hours. The latter shall be most particular in observing that the sentry relieved passes the orders of his post to his relief.

105. (1) When the guard is detailed each man comprising the guard shall carry in his pouch a packet containing 10 rounds of ball ammunition. Ten loose ball cartridges shall be carried by the man who is actually on sentry duty, his pouch being kept open. These 10 loose cartridges shall be handed over to the relieving sentry, who shall exchange for them his closed packet of cartridges. Thus every man on guard will have ten rounds of ammunition, the sentry alone having loose ammunition.

(2) When the guard is relieved all the ammunition shall be handed over to the relieving guard. The Head Guard or Senior NCO, in command shall be responsible for the correct handing over of his ammunition.

(3) The men on Prison guard duty shall not carry their fire arms loaded, but shall carry a closed packet containing 10 rounds of ball ammunition in their pouches. The setry on duty shall wear his pouch open in front for quick loading and shall carry his 10 rounds loose.

106. (1) The sentry shall on no account quit his post without being regularly relieved; should he find himself incapacitated by illness or other cause from performnig his duty, he shall call the

Officer of the guard who shall if necessary, relieve him.

(2) The sentry shall hold no communication whatever with any prisoner in the cell, but shall apprise any member of the Prison establishment present, in the event of any prisoner making a signal from the cell, that he requires to see a member of the establishment.

(3) Should any prisoner attempt to escape, the sentry shall at once raise the alarm and acquaint the Officer of the guard. He shall at the same time take all steps to prevent the prisoner's escape.

107. Sentries shall enforce firmly the orders given to them without any distinction of persons. It is the duty of the sentry to protect as far as may be in his power, the stores and property belonging to Government although not actually delivered to his charge.

108. The Officer in charge of the guard shall make the round of the sentries twice during the night, and send a junior officer to visit each sentry between reliefs. He shall send an officer twice also at separate intervals during the night round the posts.

109. The Officer in charge of the guard shall make his reports to, and receive his instructions from the Superintendent of the Prison.

110. Every prisoner in a cell, shall, both day and night, have the means of communicating

with the Guard on duty. The guard shall keep the keys of the cells during the day and night.

111. Every prisoner before being placed in a cell shall be very carefully searched, and all implements and appliances, likely to facilitate escape or suicide, shall be taken away and every cell and every prisoner therein shall be carefully searched daily at lock-up time and oftener, if necessary.

112. In case of sickness in a cell, immediate notice shall be given by the guard to the senior officer on duty, who will send for the Medical Subordinate to attend to the prisoner and to remove the latter to the Hospital, if necessary.

113. Under no circumstances whatever shall only two male prisoners be confined in one cell.

114. The inmate of a cell shall at all times be compelled to keep it scrupulously clean.

115. The bedding of prisoners in cells except that of prisoners under observations for sickness or insanity, shall be withdrawn from the cell during the day.

116. In every prison a particular place shall be fixed where the guard will assemble for the purpose of quelling any disturbance which may occur.

117. Upon the news of an outbreak or disturbance amongst the prisoners being received, the

bell at the main gate shall be violently rung, and it shall then be the duty of every prison official who is outside the prison to proceed at once to the appointed place or places and arm himself under the orders of the senior official present. This officer will despatch a messenger to the Superintendent and Jailor, if they are absent, and to the lines to summon every available man.

118. The Guard will at the same time load and fix bayonets, but will not act until the arrival of the Superintendent or Jailor of the Prison, unless to rescue or to save the life of any of the prison officials against whom the prisoners are actually committing violence, or to drive back the prisoners in the event of their attempting to force the gate or scale the walls.

119. If, however, the prisoners should actually assault prison officers or attempt to break out of any particular ward or yard, and the officer should consider that it would be dangerous to delay until the arrival of the Prison Officials, that officer will detach a party to the spot with orders to rescue the officer and prevent the prisoners from breaking out. The officer, on arriving at the scene of disturbance, shall give notice to prisoners, in a loud tone of voice, that, if they do not immediately surrender they will be fired upon. This warning shall if circumstances admit of delay be repeated twice, and if there appears no other means of quelling the disturbance, the officer will direct his men to

open fire upon the refractory prisoners, which will be careful to stop the moment they flee or surrender. On the arrival of the Superintendent of the Prison, a superior Military Officer, or the Superintendent of Police, the guard will act under their orders.

120. It shall be the duty of every convict, immediately upon the alarm, being given, to run at once to previously selected places, of security usually the nearest barrack, where they shall, as far as possible, be locked in by the guards inside the prison. Prisoners should be warned that neglect of this rule will render them liable to be treated as participating in the outbreak and fired on.

121. Prisoners who are outside the prison when the alarm is sounded shall be at once collected and halted under guard of their escort until the disturbance is over, and they should be made to sit down close together.

122. Any Officer of the Prison may use a sword, bayonet, firearm, or any other weapon on any prisoner engaged in any combined outbreak or in any attempt to force or break open the outer gate or enclosure wall of the prison, and may continue to use such weapon so long as such combined outbreak or attempt is being actually prosecuted.

123. Any Officer of the Prison may use a sword, bayonet, fire-arm, or any other weapon



against any prisoner using violence to any officer of the prison or other person, provided that such officer has reasonable ground to believe that the officer of the prison or other person is in danger of life or limb, or that grievous hurt is likely to be caused to him.

124. No Officer of the prison shall, in the presence of his superior officer, use arms of any sort against a prisoner in the case of an unbreak or attempt to escape except under the orders of such superior officer.

125. Jail authorities should not attempt to disperse a mob outside the premises of their Jail unless Jail itself is threatened.

Police aid should be invoked either by phone or other means as speedily as possible.

126. Every prisoner is under the charge of a particular prison subordinate who is responsible for his safe custody. The prison subordinates should fully understand that they are subject to imprisonment for allowing a convict to escape through their neglect.

127. Escapes through the neglect or connivance of prison guards, prison subordinates or convict officer are not as regards these three classes to be treated as ordinary breaches of prison discipline, but are to be dealt with in accordance with the provisions of the Indian Penal Code, unless very extenuating circumstances are pre-

sent, or unless the Superintendent considers the evidence insufficient to procure a conviction when the case shall be submitted to the Inspector General of Prisons for orders.

128. When an escape takes place from an extra-mural gang, the officer in charge shall collect the rest of the gang, detach one of his escort, if any is available, to follow the escaped convict, and march the gang back to the prison, where he shall report the escape to the Jailor.

129. All articles which can be used by prisoners as dangerous weapons, or to aid them to escaping, shall be carefully watched while in use during the day, and counted and safely disposed of during the night.

130. Prisoners employed on extra-mural works, shall not be allowed to leave the gang on any pretext. On such works arrangements shall be made so that all their legitimate requirements shall be provided for under the eye of the guard in immediate charge.

131. Any Officer of the prison may, in the absence of his superior officer, or under the orders of such officer, use a sword, bayonet, fire-arm or any other weapon against any prisoner escaping or attempting to escape: Provided that resort shall not be had to the use of any such weapon unless such officer has reasonable ground to believe that he cannot otherwise prevent the escape. Before using firearms against a prisoner,



under the authority conveyed in the rule, the officer of the prison shall give a warning to the prisoner that he is about to fire on him.

132. Prisoners with apparently suicidal tendencies shall be carefully watched and not left alone in a cell.

133. Knives and tools used in the prison shall be counted over and locked up by the Jail guards at the close of work. The wells, if any in a prison shall, as far as practicable, be protected so as to prevent prisoners falling or throwing themselves in. Care shall be taken that pieces of glass or anything likely to be used for suicidal purposes are not left about in the prison. Poisonous drugs shall on no account be unnecessarily left within the reach of prisoners.

134. Every precaution shall be taken against fire, when the prison is being locked up, all fires not actually in use or under supervision shall be extinguished. In extra-mural camps as large a supply as possible of buckets and vessels full of water shall be collected at a suitable spot in the camp. If the camp is composed of huts, a supply of fire hooks shall always be at hand with which to level those huts nearest the conflagration; or if of tents, the prisoners shall be taught to strike or pull down these tents at short notice. The measures to be taken in case of fire, such as sounding an alarm, the removal of the belt chain the vacating of the huts or tents, etc. should be concerted and not less than



once a quarter (the date of rehearsal to be entered in Register No. 12) all the staff and prisoners shall be instructed and drilled in them.

135. All officers and their families residing in Prison quarters must be vaccinated.

136. Cells or wards which have been occupied by lepers shall be lime washed and thoroughly cleaned before any other prisoners are confined in them. The Prison clothing used by released leper shall either be disinfected or destroyed, as may be recommended by the Medical Officer.

137. The locking up Register No. 10 which should be seen constantly by the Superintendent and the Medical Officer, shows the number of prisoners fined each night in the wards.

138. The Superintendent, the Medical Officer, the Jailor, and all subordinates are responsible that proper attention is paid to conservancy.

139. The latrines and urinals shall be cleaned out morning and evening and also, if necessary, in the middle of the day.

140. Receptacles one-fourth full of water in which prisoners may urinate shall be placed in every night latrine and every cell before lock-up each evening. The use of these vessels for defecation should be strongly discouraged. They must never be placed inside a barrack but always in the night latrine. Those in cells should be provided with close fitting lids.



141. All foecal matter, refuse of the kitchen and sweepings of the prison should be buried in shallow trenches in the prison garden.

142. If practicable, all convicts on extra-mural work should obtain their supply of drinking water, during working hours, from the same source as the other prisoners.

143. The wards shall be thoroughly swept and cleaned daily.

144. The walls and ceilings of the wards shall be scraped and white washed once a year and the Hospital twice, or oftener if necessary. The date of the whitewashing shall be shown in distinct figures on the wall of the barrack opposite the entrance door.

145. The prison area and surrounding ground shall be kept clean and free from all jungle grass and weeds. The area and surrounding ground shall also be thoroughly drained, by either shallow or sub-soil drains, to ensure the dryness of the prison area and to prevent the accumulation of water near the prison. Open drains should if possible be used.

146. Grass should be grown and trees planted and kept neatly trimmed, in or near the prison where practicable.

147. No kitchen refuse shall be permitted to be thrown promiscuously on the grounds nor

rubbish of any kind to accumulate in or near the prison.

148. Earth shall not be dug for bricks or other purposes unduly close to the prison and all low hollow ground and specially stagnant pools, shall be carefully filled up.

149. No public privies, dye works, sewage drains or other Public nuisances should, if possible, be allowed near the Prison.

150. In prisons where the convicts work with their legs in a pit, when employed on weaving etc. care shall be taken that such pits are damp-proof.

151. Every prison garden shall be surrounded by a thick hedge or high wall, sufficient to prevent prisoners seeing persons outside the gardens or being seen by them.

152. At Jails where there are no Agricultural Graduates, the charge of the garden, shall be committed to a Jail guard who thoroughly understand gardening and who should, if possible be specially recruited for the purpose.

153. The garden shall be kept neat and clean free from weeds and undergrowth, and having every available portion under profitable cultivation. Special attention should be given to the selection for growth in the garden of vegetables of possessing anti-scorbutic qualities.

154. Surplus vegetables after meeting the needs of prisoners and staff should be sold to the public at current bazaar rates. A discount of certain percentage to be sanctioned by the Government of this price may be given to shopkeepers who buy large quantities to sell.

155. If surplus firewood grown in prison land is available after providing for current requirements for jail purposes and storing sufficient to guard against any anticipated shortage in the future it may be sold to members of the Jail staff or the public at current bazaar rates. No firewood which has been purchased for Jail use may, however be sold under any circumstances whatever to the Jail staff or anyone else.

SECTION V

General knowledge of the new prison way and outlook with special reference to the Jail Guards behaviour towards and treatment of prisoners

Every Jail Guard must understand the basic principle that crime is but a sign of a diseased mind, that criminals are to be admitted into the Jails as patients with diseased minds, that the object of imprisonment is not retribution but humane treatment and training that will enable the prisoner to overcome his bad habits and be equipped to go out and rehabilitate himself after

release. Every action of the members of the guarding staff must be influenced by this basic idea. He must not consider himself to be somebody superior to the prisoners equipped with authority and means of subjecting prisoners to humiliation and tyranny with the object of making them obey. He must never use force except in extreme necessity for self defence. Discipline must, of course, be maintained, but this does not normally need the use of force or harsh words and rough treatment. Several facilities are given to prisoners with the object of keeping up their spirit and not with the object of pampering them. All Jail Guards should, therefore, see that no prisoner misuses these facilities and enjoys them in contravention of the Jail Rules. It is obvious that the Jail staff must itself be free from any malpractice of any kind. They must show no favour or disfavour to any prisoner either in order to make a personal gain or to keep quiet an unruly and unscrupulous prisoner. It is their duty to bring to the notice of their superior any instance of misbehaviour on the part of any prisoner or any other member of the Jail staff.

Instructions for the prevention of Cholera

The following are the sources from which infection of cholera is carried: —

- (a) The poison of Cholera is a very minute living organism, so minute that many lakhs of them could be placed on a silver-



-two-anna piece. The living organism multiplies in the body of a person suffering from cholera, and leaves the body in the vomit and dejecta. The vomit and dejecta are, therefore, full of the poison of cholera, it is by them that the infection is carried from person to person.

(b) a person can only be attacked by cholera, if he swallows in his food and drink some living cholera organisms.

(c) food, including milk, is contaminated by flies setting on it, or by the soiled hands of those who prepare it for use or otherwise handle it.

(d) water in a river or tank is usually infected by the washing of soiled clothes in it or by persons with soiled hands or feet washing in it, or entering with cattle.

Water in a well is usually infected by soiled vessels being dipped in it; by washing clothes in the neighbourhood, so that some of the soiled water can trickle back into the well.

2. Cholera organisms are delicate and are killed by heat or by certain disinfectants, such as permanganate of potash and chlorogen. Hence during a cholera epidemic people who drink water or milk which has been boiled and eat only freshly cooked food while it is still hot will not get cholera. If food is allowed to get cold before

eating, it may be reinfected by flies setting on it. Flies sit on dejecta and vomit and so carry filth directly to food.

3. The digestive juice of the stomach in its healthy state is slightly acid and destroys the germs of cholera; but the eating of too much fruit, or of any under-ripe or over-ripe fruit may destroy this natural power of resisting cholera. Hence during a cholera epidemic, do not eat fruit of any kind, and avoid sherbets.

4. The following precautions should be taken to protect oneself from cholera: —

- (a) never drink any water which has not been boiled;
- (b) store boiled water in vessels which are cleaned every day by rinsing them with boiling water. Keep the vessels carefully covered.
- (c) allow no one to dip sips in the vessels for storing water. If cups are used for drinking they should be filled by pouring water from the storage vessels.
- (d) never drink unboiled milk.
- (e) do not lower your power of resisting infection by eating fruit or drinking sherbets.
- (f) eat only freshly cooked hot food. Do not eat sweets and dried fruits bought in the bazaar, which may have been infected by



flies. Everyone must have seen the swarms of flies on sweets and other articles of food exposed for sale in shops.

- (g) never ~~eat~~ eat uncooked vegetables.
- (h) wash your hands carefully before eating.
- (i) do not enter, if possible, a house in which there is a case of cholera.

R. L. SEGEL

Panaji,

dated 1-7-1969

Inspector General of Prisons,
Goa, Daman & Diu



अधिक उपकारा मृद, दमन
Superintendent Sub-Jail, Daman.