

PROFORMA FOR WEBSIT

Sr. No.	Type of information required
1.	Name of the Department : JAIL
2.	Head of the department / : Inspector General of Prisons – Daman & Diu, and Collector, Daman. Contact Person : The Superintendent of Sub Jail, Daman. (Enquiry Officer City Survey, Daman).
3.	Contact Address : Collectorate Campus, Dholar, Moti Daman.
4.	Telephone Numbers : 0260 – 2230864 (City Survey) 0260 – 2230884 (Jail)
5.	Fax Numbers : - N. A. -
6.	Email Address : - N. A. -
7.	Any Other Contact Details : - NIL -
8.	The brief description about the functionality of the department. } To keep the prisoners in custody, and their watch & ward.
9.	List and description of the services / Schemes to the public. } - NIL -
10.	Major Achievements so far. : No scheme implemented hence N. A.
11	If Functionality of the department touches to the public directly then <ul style="list-style-type: none"> * The List of task/activities : N. A. * The required procedures for different tasks : N. A. * The list of pre-requisites for certain procedures : N. A. * The required forms (in MS-WORD/PDF format) with instructions like how to fill and whom to submit etc. : N. A. * The Visiting hours for public : i. e. Every Monday, for interview of inmates.
12	Any other details of public interest not covered in above : (as given in Citizen Charter)

13

Citizen Charter of the Department (As under)

**SUB – JAIL
INTRODUCTION**

The Collector Daman who is also District Magistrate, of Daman District is also functioning as Ex-Officio Inspector General of Prisons for the U.T. of Daman & Diu. The following Subordinate Officers are under the control of Inspector General of Prisons, Daman.

1. Office of the Superintendent of Sub-Jail, Daman.
2. Office of the Superintendent of Sub-Jail, Diu

Except two Sub-Jails, one each in Daman & Diu, there are no other kind of Jails. The capacity of these Sub Jails is given below: -

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|----|-------------------|----------|------------|
| 1. | Sub – Jail, Daman | Male: 60 | Female: 20 |
| 2. | Sub – Jail, Diu | Male: 60 | Female: 20 |

The Inspector General of Prisons, is the highest functionary in hierarchy of the Jail Administration. The Sub – Jail, Daman & Diu are manned by ex-officio Superintendent of Sub – Jail, Daman & Diu respectively. The Prison Administration has tuned itself towards a reformative and rehabilitative approach

**OFFICES IN DAMAN & DIU OF THE
INSPECTOR GENERAL OF PRISONS, DAMAN**

DAMAN

1.

Office of the Inspector General of Prisons,
Collectorate Building, at Dholar,
Moti Daman - 396 220.
Phone :- 0260 – 2230698
Fax (0260) 2230689

2.

Office of the Superintendent of Sub – Jail Daman,
Collectorate, Building at Dholar,
Moti Daman, Daman – 396 220.
Phone : 0260 – 2230884 (Sub-Jail)
0260 – 2230864 (City Survey Office)

DIU

3.

Office of the Superintendent of Sub – Jail, Diu,
Collectorate Campus, Diu,
DIU – 362 520
Phone : 02875 255010
252111

**I. AS PER THE GOA, DAMAN AND DIU JPRISONS
(FACILITIES TO PRISONERS) RULES, 1968 WHO ARE
ENTITLED TO VISIT A PRISONER WHILE IN JAIL :**

Every prisoner on admission shall submit a list of persons who are likely to seek interview with him. This list shall be kept on record with the Asstt. Jailor detailed for conducting interviews. Interviews are granted only to near relatives, friends and legal advisor of the prisoner.

A. ON WHICH DAYS INTERVIEWS ARE GRANTED :-

Every Mondays interviews are granted to the prisoners in Sub-Jails of Daman & Diu.

B. WHAT IS THE DURATION OF INTERVIEWS :-

The duration of an interview shall normally not exceed twenty minutes except with the permission of the Asstt. Jailor who may extend the period by no more than another ten minutes.

C. WHAT IS THE SCALE OF INTERVIEW :-

An un-convicted prisoner is entitled for interview four times in a month whereas the convicted prisoner is entitled to have interview within a period of one fort night.

D. WHETHER THE PRISONERS ON THE INTERVIEW DATES ARE ALLOWED TO CARRY WITH THEM ANY ARTICLES SUCH AS BOOKS CLOTHING AND Eatables TO PRISONERS

Approved books and clothing articles brought by interviewers have to be deposited in the prisons office. Any other articles like money, food, eatables, fruits, toilet articles, cigarettes or bidies shall not be allowed to be received by prisoners at the time of the interview and shall also not be received at the prison office.

E. WHAT CAN BE DISCUSSED BY THE PRISONER AND THE INTERVIEWER AT THE TIME OF INTERVIEW

During an interview prisoners are allowed to discuss domestic and family welfare matters and to give instruction as to how the lawful business which they were conducting prior to their conviction should be transacted. The prisoners are not allowed to use these interviews for any other purpose. If objectionable matters start getting discussed the Asstt. Jailor in charge of interview can discontinue the interview forthwith.

F. WHO IS THE AUTHORITY COMPETENT TO GRANT INTERVIEWS :-

Normally the Superintendent of Sub – Jail is the competent authority to grant Interviews in the Jails.

G. IN WHAT LANGUAGE THE INTERVIEWS CAN BE CONDUCTED BY THE PRISONERS: -

No conversion at an interview in a language not readily understood by the Jailor present shall be permitted unless an interpreter is available in the prison Staff.

II. AS PROVIDED UNDER THE PRISONS (GOA, DAMAN AND DIUFURLOUGH AND PAROLE) RULES, 1968 PRISONERS ARE ENTITLED FOR RELEASE ON FURLOUGH/PAROLE

A. WHAT IS THE PROCEDURE FOR RELEASE OF A PRISONER ON FURLOUGH/PAROLE

Where a prisoner becomes eligible under Rule 3 *ibid.*, he shall make an application (in duplicate) to the inspector General of Prisons through the Superintendent of Jail in Form "D" stating clearly the name, the full address of the place where he desires to spend the furlough, the full name of the relative willing to receive him on furlough and prepared to execute the surety bond etc. The Superintendent of Jail shall forward one copy of Form "D" to the Dy. Inspector General of Police, Daman for enquiry and report.

The Police conduct enquiry into the genuineness of the case of the prisoner and submits report. On receipt of such report, furlough/parole is Either granted or rejected within 7 days time form the receipt of Police repot.

B. WHETHER THE PRISONER HAS TO ENTER INTO BOND, SURETY BEFORE RELEASE ON FURLOUGH/PAROLE :-

A prisoner whose grounds are found to be genuine for release have to give a personal bond of required amount in Form "B" or cash security in Form "C". So also his relative has to enter into a surety bond in Form "A" for such amount as may be fixed by the sanctioning/competent authority. The prisoner is then released in Form "E".

C. WHO CAN APPLY FOR PAROLE :

A prisoner may be granted parole either on his own application or an application made by his relative or friends or legal advisor.

D. WHETHER THERE IS ANY BAR FOR GRANT OF FURLOUGH ON RETURN FROM PAROLE :-

Yes, Ordinarily furlough shall not be granted to a prisoner within a period of six months from the date of his return from parole.

E. WHEN FURLOUGH APPLICATION IS REJECTED,CAN THE PRISONER MAKE A FRESH APPLICATION FOR FURLOUGH :

A prisoner may make, if he so desires, a fresh application for furlough six Months after the rejection of his previous application.

III WHAT PRIMARY ACTION THE PRISON AUTHORITIES HAVE TO TAKE ONCE A PRISONER IS ADMITTED :-

A printed post card in Form I shall be sent at Government cost to the relatives of the prisoner admitted to the prison. – See Rule 2 of the Goa, Daman & Diu Prisons (Facilities to Prisoners) Rules, 1968.

IV. HOW TO APPLY FOR AN INTERVIEW AND ON WHAT DAYS INTERVIEWS ARE NOT ALLOWED

All applications for interview with prisoners shall be addressed to the Superintendent of Sub – Jail and such applications shall be entered in order of their receipt in a Register in Form II. No interviews are to be granted on Sundays and Prison Holidays, except with the permission of the Superintendent.

V. WHAT IS THE PROCEDURE TO INTERVIEW DANGEROUS PRISONERS:

In case of dangerous prisoners or prisoners who present disciplinary or Custody risks, interviews shall necessarily be granted in a room where appropriate precautionary barriers have been installed at the discretion of the Prison authorities.

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	<p>VI. <u>HOW MANY PERSONS CAN BE PERMITTED TO INTERVIEW AT A TIME :-</u></p> <p>Not more than two persons shall be permitted to be present at an interview. Provided that when a prisoner has an interview with father, mother, brother, sister, husband, wife and children or a joint interview with his friend and relatives, the number of persons permitted to interview the prisoner shall not exceed five.</p> <p>VII. <u>CAN POLITICAL MATTERS BE DISCUSSED IN THE INTERVIEWS :</u></p> <p>No political matters shall be discussed during an interview between convicted criminal prisoner or a civil prisoner with his interviewers who may be his relatives, friends or legal advisers. Such interviews may be terminated at any moment by the Asstt. Jailor present and record the orders in the Interview Register.</p> <p>VIII. <u>WHAT TYPE OF PRISONER CANNOT BE GRANTED INTERVIEWS AND OTHER FACILITIES :-</u></p> <p>A prisoner on hunger strike shall not be granted interviews and other facilities.</p> <p>XI. <u>BESIDES RELATIVES, FRIENDS, LEGAL ADVISERS, AND VISITORS, WHO ELSE CAN VISIT PRISONERS AND FOR WHAT PURPOSE :-</u></p> <p>As provided under Rule (2) of the Goa, Daman and Diu Visitors of Prisoners Rules, 1968, a post graduate research student may, with the previous permission of the Government be permitted to visit a prison for re-search purposes only but no lady student shall be permitted to do research work in men's section of the prison.</p>
14.	Pictures/Photographs of the Department Office/Building : Not Available
15.	<p>All the Information Sought Under RTI Act, Categorically.</p> <p>Information sought are as regard statistics of inmates, their term of sentence, etc.</p>