

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005 (As on 1.4.2016)

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail of Sub Section	Procedure of Decision Making
(iii)	the procedure followed in the decision making process, including channels of Supervision and accountability;	On Administrative Matters - DS(A) --- Supdt. HQ Jail --- ADGP--- DGP On General Matters - DS(G) --- CPO --- IGP--- DGP As DDO - SO/DSB --- AO --- CAO --- ADGP --- DGP On Budgetary Matters - SO/DSB --- AO --- CAO --- ADGP --- DGP On Legal Matters - DH --- ADA --- ADGP --- DGP On Training Matters - Incharge Special Cell --- Supdt HQ Jail --- ADGP--- DGP On RTI Matters - DH --- CPO cum SPIO

DGP	– Director General of Prisons	ADGP	– Additional Director General of Prisons
IGP	– Inspector General of Prisons	Supdt HQ Jail	– Superintendent Headquarters Jail
CAO	– Chief Accounts Officer	CPO	– Chief Probation Officer
AO	–Accounts Officer	ADA	– Asstt. District Attorney
DS (A)	– Deputy Superintendent (Admn.)	SO	– Section Officer
DSB	– Dy. Supdt (Budget)	DSG	– Dy. Supdt (General)

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005 (As on 1.4.2016)

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail of Sub Section	Name of Post	Functions & Duties
(i)	The particulars of its organization, functions and duties.	Director General of Prisons, Haryana	Head of Jails Department Haryana-To maintain law and order in all jails of the Haryana State and to run the department smoothly under the Departmental Rules & Regulations.
		Addl. Director General of Prisons, Haryana	To assist Head of the Department
		Inspector General of Prisons, Haryana Chief Probation Officer Chief Accounts Officer Superintendent, Headquarter Jail	To assist Head of the Department
		<b>Field Offices-19 Jails-Superintendent Jail is Head of Jail</b>	
		19 Superintendent Jail (Head of Jail)  03- Central Jails 16- District Jails 01-Jail Training School,Karnal	Head of Jail- Subject to the orders of the DGP, the Superintendent Jail shall manage the Jail in all matters relating to discipline, labour expenditure, punishment and control, care and custody and control over all prisoners confined in the Jails under the provisions of Jail Manual and various Acts of the Department.

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005 (As on 1.4.2016)

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail of Sub Section	Name of Post	Power & Duties
(ii)	The powers and duties of its officers and employees.	Director General of Prisons, Haryana	Head of Jails Department Haryana-To maintain law and order in all jails of the Haryana State and to run the department smoothly under the Department Rules & Regulations.
		Adtl. Director General of Prisons, Haryana	To assist Head of the Department
		Inspector General of Prisons, Haryana Chief Probation Officer Chief Accounts Officer Superintendent, Headquarter Jail	To assist Head of the Department
		<b>Field Offices-19 Jails-Superintendent Jail is Head of Jail</b>	
		19 Superintendent Jail (Head of Jail)  03- Central Jails 16- District Jails 01-Jail Training School, Karnal	Head of Jail- Subject to the orders of the DGP, the Superintendent Jail shall manage the Jail in all matters relating to discipline, labour expenditure, punishment and control, care and custody and control over all prisoners confined in the Jails under the provisions of jail Manual and various Acts of the Department.

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail of Sub Section	Norms set to discharge its Functions
(iv)	the norms set by it for the discharge of its functions;	<ol style="list-style-type: none"><li>1. Punjab Jail Manual</li><li>2. C.S.R. Vol. I &amp; II</li><li>3. P.F.R. Vol. I &amp; II</li><li>4. Departmental Service Rules</li><li>5. Punishment &amp; Appeal Rules</li><li>6. Government Employees (Conduct) Rules, 1966 as amended time to time.</li><li>7. Departmental Service Rules, Regulations and instructions issued by the Govt and Department from time to time.</li></ol>
(v)	the rules, regulations and instructions, departmental service rules, regulations and instructions issued by the Govt. and Deptt. from time to time, manual and records held by it or under its control or used by its employees for discharging its functions;	<ol style="list-style-type: none"><li>1. Punjab Jail Manual</li><li>2. C.S.R. Vol. I &amp; II</li><li>3. P.F.R. Vol. I &amp; II</li><li>4. Departmental Service Rules</li><li>5. Punishment &amp; Appeal Rules</li><li>6. Government Employees (Conduct) Rules, 1966 as amended time to time.</li><li>7. Departmental Service Rules, Regulations and instructions issued by the Govt and Department from time to time.</li><li>8. Right to Information Act 2005.</li></ol>

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

<b>Sub Section</b>	<b>Detail of Sub Section</b>	<b>Rules, Regulations &amp; Records held its Control</b>
(vi)	a statement of categories of documents that are held by it or under its control;	<ol style="list-style-type: none"><li>1. Service Books of the Officers and Employees.</li><li>2. Service Record – Personal file, correspondence file of the subordinate Officers and Employees.</li><li>3. ACRs of the subordinate Officers and Employees.</li><li>4. Mortgage deeds of the subordinate Officers and Employees.</li><li>5. Departmental Service Rules &amp; Regulations etc.</li><li>6. Criminal and Civil Writ Petition cases of prisoners and staff.</li><li>7. Cases of pre-mature release of prisoners.</li><li>8. Agriculture Land cases of Jails.</li><li>9. Construction of New Jails.</li><li>10. Acquisition land cases for new Jails.</li><li>11. Transfer of Prisoner from one Jail to another Jail etc.</li><li>12. Treatment of Prisoners.</li><li>13. Probation work.</li><li>14. Budget and Accounts Matters.</li><li>15. RTI cases.</li></ol>

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail	Any such arrangements
(vii)	the particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	No such arrangements/ provisions exist.
(viii)	a statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of these Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	<b><u>State Level Committee for consideration of Pre Mature Release of the Convicts: -</u></b> Hon'ble Chief Minister, Haryana - Chairman Addl. Chief Secretary to Govt. Haryana (Jails) - Member Law Secretary/ Legal Remembrance - Member Director General of Prisons, Haryana - Member Secretary <b><u>State Level Purchase Committee for the procurement of Dietary items for Haryana Prisons from Confed: -</u></b> Director General of Prisons, Haryana - Chairman Representative of Administrative Department - Member Representative of Finance Department - Member Representative of Food & Supply Deptt. Haryana - Member

Note – Meetings of these Committees are not open for General Public.

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail	Directory					
(ix)	a Directory of its Officers and Employees	<b>Head Office – Address – 03-04 Bays Building, Sector 14, Panchkula.</b>					
		<b>Sr. No.</b>	<b>Name of Post</b>	<b>Name of the Officer</b>	<b>Phone Numbers</b>		
					<b>STD Code</b>	<b>Office</b>	<b>Residence</b>
		1	Director General of Prisons	Sh. K. Selvaraj, IPS	0172	2586721	2546548
		2	Additional Director General of Prisons	Sh. Sudhir Chaudhary, IPS	0172	2586821	2771367
		3	Inspector General of Prisons	Sh. Jagjit Singh, HPS1	0172	2586821	---
		4	Superintendent Headquarters Jail	Sh. Lakhbir Singh	0172	2585721	---
		5	Chief Probation Officer	Sh. Rattan Singh	0172	2585721	---
		6	Chief Accounts Officer	Sh. Rakesh Mittal	0172	2585721	---
		6	Accounts Officer	Sh. Lalit Kumar	0172	2585721	2722400
		7	Assistant Distt Attorney	Sh. Jaswinder Singh Gill	0172	2585721	9417514071
		8	Deputy Superintendent Jail (Hqrs)	Dr. Rajeev Kumar	0172	2585721	---
		9	EPABX No.		0172	2585721	
10	Fax No.		0172	2562438			
10	Office Email ID		<b>office_dg.prisons@hry.nic.in</b>				

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail of sub section	Pay-Scales			
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation;	<b>Head Office Staff Pay Scales</b>			
		<b>S. No.</b>	<b>Name of Post</b>	<b>Pay Scale (in Rs.)</b>	<b>Grade Pay</b>
		1	Director General of Prisons Haryana	80000	---
		2	Addl. Director General of Prisons Haryana	37400-67000	12000
		3	Inspector General Prisons Haryana	37400-67000	8900
		4	Addl. Inspector General of Prisons Haryana	15600-39000	8000
		5	Deputy Inspector General of Prisons, Haryana	37400-67000	8900
		6	Chief Accounts Officer	15600-39100	7600
		7	Chief Probation Officer/ Superintendent Headquarters Jail/AO	9300-34800	5400
		8	Assistant District Attorney/Supdt Office	9300-34800	4200
		9	Deputy Superintendent Jail	9300-34800	4000
		10	Section Officer	9300-34800	4600
		11	Personal Assistant	9300-34800	4000
		12	Deputy Supdt. (Office)	9300-34800	4000
		13	Sr. Scale Stenographer, Office Assistant	9300-34800	3600
		14	Jr. Scale Stenographer, Driver	5200-20200	2400
		15	Steno Typist/ Orderly/ Clerks/ Restorer	5200-20200	1900
		16	Jamadar,	4440-7450	1650
17	Peon, Chowkidar, Sweeper	4440-7450	1300		



# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail of sub section	Pay-Scales			
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation;	<b>Field Staff Pay Scales</b>			
		<b>S. No.</b>	<b>Name of Post</b>	<b>Pay Scale</b>	<b>Grade Pay</b>
		1	Superintendent Jail	9300-34800	5400
		2	Deputy Superintendent Jail	9300-34800	4000
		3	Assistant Superintendent Jail, Dy. Supdt (O), Drill Instructor, B.Ed. Teacher	9300-34800	4000
		4	Sub Asstt. Supdt. Jail, Office Asstt., Accountant, Foreman, Pharmacist	9300-34800	3600
		5	J.B.T. Teacher	9300-34800	5400
		6	Head Warder, Matron, Driver, Armourer, Electrician, Blacksmith Master, Carpenter Master, Leather Master, Weaving Master, Dyeing Master, Tailor Master, Fitter Master, Masonry Master, Lab. Technician, Tent Master, Lab. Asstt., Female Nurse.	5200-20200	2400
		7	Steno Typist	5200-20200	1900
		8	Warder, Female Warder, Clerk, Compositor, Book Binder, Distributor, Hanging Man.	5200-20200	1900
9	Langri	5200-20200	1650		
10	Orderly, Peon, Chowkidar, Sweeper, Hospital Coolie, Machine Operator	4440-7450	1300		

## **OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA**

### **PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005 - CHAPTER II SECTION 4(I) (b)**

Sub Section	Detail of sub-section	Budget Details			
(xi)	the budget allocated to each of its agency, indicating, the particulars of all plans, proposed expenditures and reports on disbursement made;	<b>Under Non Plan Head for the Financial Year 2015-16 (in Lac Rupees)</b>			
			<b>Head Office</b>	<b>Field Offices</b>	<b>Total</b>
		Proposed Budget	450.70	21209.31	21660.01
		Budget Allotted by Govt.	440.50	17764.50	18205.00
		Expenditure upto 31.03.16	382.79	17493.14	17875.95
		<b>Under Plan Head for the Financial Year 2015-16 (in Lac Rupees)</b>			
		Proposed Budget			---
		Budget Allotted under 75:25 Scheme			---
		Budget Allotted under State Govt. Fund (4059)			2500.00
		Budget Allotted under State Govt. Fund (4216)			3000.00
		Total Budget Allotted			5500.00
		Total Expenditure upto 31.03.2016			5429.56
		<b>Under Non Plan Head for the Financial Year 2016-17 (in Lac Rupees)</b>			
			<b>Head Office</b>	<b>Field Offices</b>	<b>Total</b>
		Proposed Budget	698.00	21688.45	22386.45
		Budget Allotted by Govt.	494.20	21392.30	21886.50
		Expenditure upto 1.4.2016	---	---	---
		<b>Under Plan Head for the Financial Year 2016-17 (in Lac Rupees)</b>			
		Proposed Budget			---
		Budget Allotted under 75:25 Scheme			---
		Budget Allotted under State Govt. Fund (4059)			5000.00
		Budget Allotted under State Govt. Fund (4216)			2500.00
		Total Budget Allotted			7500.00
Total Expenditure			Nil (As on 01.4.2016)		

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

<b>Sub Section</b>	<b>Detail of sub section</b>	<b>Information regarding Sub Section</b>
(xii)	the matter of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	There is no provision of subsidy programmes in the Department.
(xiii)	particulars of receipts of concessions, permits or authorizations granted by it;	<ol style="list-style-type: none"><li>1. Free Travel facility is available to Executive Class III employees in Haryana Roadways Buses.</li><li>2. There is a provision of additional one month pay in a year to all warders, head warders, matrons and female warders in lieu extra duties on holidays.</li><li>3. Free Accommodation Facility is provided to all Superintendent Jails as well as to all Executive Staff in Haryana Jails.</li></ol>
(xiv)	details in respect of the information available to or held by it, reduced in an electronic form;	No such facility is available for public on any type of electronic media.
(xv)	the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	No facility regarding library etc. is available for public use.

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail of sub section	Directory of SPIO/ APIOs					
		Name/ Designation	Name of Office	Designated as	Telephone		Email ID
					Code	Phone No.	
(xvi)	the names, designation, and other particulars of the Public Information Officers	Chief Probation Officer	O/o DG Prisons, Panchkula	SPIO	0172	2585721	office_dg.prisons@hry.nic.in
		Superintendent Jail	Central Jail Ambala	SPIO	0171	2551716	supdtamb.jail@hry.nic.in
		Superintendent Jail	Central Jail-I Hisar	SPIO	01662	232959	supdthsr.jail@hry.nic.in
		Superintendent Jail	Central Jail-II Hisar	SPIO	01662	254431	supdtjvnlhsr.jail@hry.nic.in
		Superintendent Jail	District Jail Bhiwani	SPIO	01664	242664	supdtbhw.jail@hry.nic.in
		Superintendent Jail	District Jail Faridabad	SPIO	0129	2401717	supdtblbg.jail@hry.nic.in
		Superintendent Jail	District Jail Gurgaon	SPIO	0124	2265373	supdtgrg.jail@hry.nic.in
		Superintendent Jail	District Jail Jind	SPIO	01681	245224	supdtjnd.jail@hry.nic.in
		Superintendent Jail	District Jail Jhajjar	SPIO	01251	215277	supdtjhajjar.jail@hry.nic.in
		Superintendent Jail	District Jail Kaithal	SPIO	01746	232382	supdtktl.jail@hry.nic.in
		Superintendent Jail	District Jail Karnal	SPIO	0184	2367731	supdtkrl.jail@hry.nic.in
		Superintendent Jail	District Jail Kurukshetra	SPIO	01744	231516	supdtkrk.jail@hry.nic.in
		Superintendent Jail	District Jail Narnaul	SPIO	01285	220217	supdtmdg.jail@hry.nic.in
		Superintendent Jail	District Jail Palwal	SPIO	01275	244755	supdtpalwal.jail@hry.nic.in
		Superintendent Jail	District Jail Panipat	SPIO	0180	2657294	supdtpnp.jail@hry.nic.in
		Superintendent Jail	District Jail Rewari	SPIO	01274	222159	supdtrwr.jail@hry.nic.in
		Superintendent Jail	District Jail Sonapat	SPIO	0130	2221717	supdtsnp.jail@hry.nic.in

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

Sub Section	Detail of sub section	Directory of SPIO/ APIOs					
		Name/ Designation	Name of Office	Designated as	Telephone		Email ID
					Code	Phone No.	
(xvi)	the names, designation, and other particulars of the Public Information Officers	Superintendent Jail	District Jail Rohtak	SPIO	01262	268408	supdtroh.jail@hry.nic.in
		Superintendent Jail	District Jail Sirsa	SPIO	01666	247885	supdtsrs.jail@hry.nic.in
		Superintendent Jail	District Jail Yamuna Nagar	SPIO	01732	212266	supdtjagadhari.jail@hry.nic.in

# HARYANA PRISONS

## OFFICE OF THE DIRECTOR GENERAL OF PRISONS HARYANA, PANCHKULA

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

#### CHAPTER II SECTION 4(I) (b)

<b>Sub Section</b>	<b>Detail of Sub Section</b>	<b>Details about Appellate Authority for Prisons Department, Haryana</b>		
(xvii)	such other information as may be prescribed;	<b>Additional Director General of Prisons, Haryana</b> 03-04 Bays Building, Sector 14, Panchkula (Haryana).	First Appellate Authority for Jails Department Haryana	Phone Numbers: - 0172-2586821 (O) 0172-2771367 (R) Email IDs: - office_dg.prisons@hry.nic.in