

CENTRAL JAIL AMBALA

OFFICE OF THE SUPERINTENDENT CENTRAL JAIL AMBALA

PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

(As on 1.4.2020) 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 - ASSISTANT --- DSO --- DSM--- SUPDT. CONVICT OFFICE (ASW) - DH ---ASJ --- DSM--- SUPDT UTP OFFICE(ASUT) - DH --- ASJ ---DSM --- SUPDT (ASWO) - DH --- ASJ ---DSM --- SUPDT LO - DH --- ASJ --- DSS --- SUPDT FACTORY MATTERS -DH----DSO----DSF----SUPDT RTI MATTERS - DH --- I/C -DSM—SUPDT cum SPIO ON BUDGET MATTERS - DH---DSO-----DSM-----SUPDT

SUPDT	– Superintendent of Jail	ASJ	-Assistant Superintendent of Jail
DSM	– Deputy Superintendent of Jail	ASW	-Assistant Superintendent Warrant
	Maintenance	ASUT	-Assistant Superintendent Under trail
DSS	– Deputy Superintendent of Jail	ASWO	-Assistant Superintendent Welfare
	Security		Officer
DSF	–Deputy Superintendent of Jail	LO	Line Officer
	Factory	I/C	In charge
DSO	– Deputy Superintendent Office	DH	Dealing Hand

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PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

(As on 1.4.2020) 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.	Superintendent of Jail	Head of Central Jail Ambala -To maintain law and order in the Ambala Jail of the Haryana State and to run the Jail smoothly under the Departmental Rules & Regulations.
		Deputy Superintendent of Jail	To assist the Head of the Office
		Assistant Superintendent of Jail	To assist the Deputy Superintendent of Jail/ Head of the Office
		Central Jail Ambala	01
			Subordinate Staff of Jail- Subject to the orders of the Supdt., the Subordinate Staff of 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 Jail.

CENTRAL JAIL AMBALA

OFFICE OF THE SUPERINTENDENT CENTRAL JAIL AMBALA

PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

(As on 1.4.2020) 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.	Superintendent of Jail	Head of Office-To maintain law and order in all jails of the Haryana State and to run the Jail smoothly under the Department Rules & Regulations.
		Deputy Superintendent of Jail	To assist the Head of the Office
		Assistant Superintendent of Jail	To assist the Deputy Superintendent of Jail/ Head of the Office
		Central Jail Ambala	01
			Subordinate Staff of Jail- Subject to the orders of the Supdt., the Subordinate Staff of 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 Jail.

CENTRAL JAIL AMBALA

OFFICE OF THE SUPERINTENDENT CENTRAL JAIL AMBALA

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">1. Punjab Jail Manual2. C.S.R. Vol. I & II3. P.F.R. Vol. I & II4. Departmental Service Rules5. Punishment & Appeal Rules6. Government Employees (Conduct) Rules, 1966 as amended time to time.7. Departmental Service Rules, Regulations and instructions issued by the Govt and Department from time to time.
(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">1. Punjab Jail Manual2. C.S.R. Vol. I & II3. P.F.R. Vol. I & II4. Departmental Service Rules5. Punishment & Appeal Rules6. Government Employees (Conduct) Rules, 1966 as amended time to time.7. Departmental Service Rules, Regulations and instructions issued by the Govt and Department from time to time.8. Right to Information Act 2005.

CENTRAL JAIL AMBALA

OFFICE OF THE SUPERINTENDENT CENTRAL JAIL AMBALA

PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT

2005 CHAPTER II SECTION 4(I) (b)

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

CENTRAL JAIL AMBALA

OFFICE OF THE SUPERINTENDENT CENTRAL JAIL AMBALA

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;	<p><u>District Level Committee for Under Trial Review Committee</u> Hon'ble District & Sessions Judge – Chairmen Deputy Commissioner – Member</p> <p>Superintendent of Police – Member Chief Judicial Magistrate –cum-Secretary DLSA – Member Superintendent Jail – Member</p> <p><u>District Level Monitoring Committee</u> Hon'ble District & Sessions Judge – Chairmen Deputy Commissioner of Police – Member Superintendent Jail – Member Chief Judicial Magistrate –cum-Secretary DLSA – Member DPO - Member</p> <p><u>Internal Complaint Committee – Sexual Harassment of women at work place, Prevention Prohibition and Redressal) Act 2013</u> 1. Deputy Superintendent Jail- Chairperson 2. Sub Asstt. Jail - Member 3. Female Head Warder - Member 4. Local NGO - Member</p>

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

CENTRAL JAIL AMBALA

OFFICE OF THE SUPERINTENDENT CENTRAL JAIL AMBALA

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	Office – Address – Superintendent Central Jail Ambala					
		Sr. No.	Name of Post	Name of the Officer	Phone Numbers		
					STD Code	Office	Residence
		1	Superintendent of Jail	Sh. Lakhbir Singh Brar	0171	2552296	-
		2	Deputy Superintendent of Jail Maintenance	Sh. Vishal Chhibbar	0171	2551716	-
		3	Deputy Superintendent of Jail Factory/ Security	Sh. Bhupinder Singh	0171	2551716	
		4	Assistant Superintendent of Jail	Sh. Kirpa Ram	0171	2551716	---
		5	Assistant Superintendent of Jail	Sh. Bhupinder Singh	0171	2551716	---
		6	Assistant Superintendent of Jail	Smt. Neelam	0171	2551716	---
		7	Assistant Superintendent of Jail	Smt. Geeta Rani	0171	2551716	---
		8	Assistant Superintendent of Jail	Sh. Kuldeep Singh	0171	2551716	
		9	Sub Assistant Superintendent of Jail	Sh. Ajit Singh	0171	2551716	
10	Sub Assistant Superintendent of Jail	Sh. Suresh Pal	0171	2551716	---		
11	Office Email ID				supdtamb.jail@hry.nic.in		

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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;	Field Staff Pay Scales		
		S. No.	Name of Post	Pay Scale
		1	Superintendent Jail	53100-167300
		2	Deputy Superintendent Jail	35400-112400
		3	Assistant Superintendent Jail, Dy. Supdt (O	35400-112400
		4	Sub Asstt. Supdt. Jail, Office Asstt., Accountant, Foreman, Pharmacist	35400-112400
		5	Head Warder, Matron and other technical staff	25500-81100
		7	Steno Typist	19900-63200
		8	Warder, Female Warder, Clerk, Compositor, Book Binder, Distributor, Hanging Man.	19900-63200
		9	Langri	16900-53500
10	Orderly/Peon/Sweeper/class-IV Staff	16900-53500		

CENTRAL JAIL AMBALA

OFFICE OF THE SUPERINTENDENT CENTRAL JAIL AMBALA

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;	Budge is allotted at Head Office level

CENTRAL JAIL AMBALA

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	Information regarding Sub Section
(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">1. Free Travel facility is available to Executive Class III employees in Haryana Roadways Buses.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.3. Free Accommodation Facility is provided to Superintendent Jails and all Executive Staff in Ambala Jail.
(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.

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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	Central Jail Ambala	SPIO	0171	2552296	supdtamb.jail@hry.nic.in
		Deputy Superintendent Jail	Central Jail Ambala	ASPIO	0171	2551716	supdtamb.jail@hry.nic.in
		Assistant Superintendent Jail	Central Jail Ambalas	Incharge RTI	0171	2551716	supdtamb.jail@hry.nic.in
		Cashier	Central Jail Ambala	Assistant	0171	2551716	

HARYANA PRISONS

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PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT

2005 CHAPTER II SECTION 4(I) (b)

Sub Section	Detail of Sub Section	Details about Appellate Authority for Prisons Department, Haryana		
(xvii)	such other information as may be prescribed;	Inspector General of Prisons, Haryana 03-04 Bays Building, Sector 14, Panchkula (Haryana).	First Appellate Authority for Jails Department Haryana	Phone Numbers: - 0172-2584013(O) Email IDs: - office_dg.prisons@hry.nic.in