

# HARYANA PRISONS

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

### PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005 (As on 01.04.2020) 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 - Supdt. (A ) --- IGP--- DGP On General Matters - DS(G) --- IG.Prisons--- DGP As DDO - SO/Supdt.(B) --- AO --- IGP--- DGP On Budgetary Matters - SO/Supdt.(B) --- AO ---IGP--DGP On Legal Matters - DH --- ADA --- IGP--- DGP On Training Matters - DH- Supdt.(A)---IGP - --DGP On RTI Matters - DH --- Supdt. HQ. Jail- cum- SPIO

DGP – Director General of Prisons  
IG.Prisons – Inspector General of Prisons  
AO –Accounts Officer  
Supdt.(A) – Superintendent (Admn.)  
Supdt.(B) – Superintendentt (Budget)

IGP – Inspector General of Police/Prisons  
Supdt HQ Jail – Superintendent Headquarters Jail  
ADA – Asstt. District Attorney  
SO – Section Officer  
DSG – Dy. Supdt (General)

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**PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005 (As on 01.04.2020) CHAPTER II SECTION 4(I) (b)**

<b>Sub Section</b>	<b>Detail of Sub Section</b>	<b>Name of Post</b>	<b>Functions &amp; Duties</b>	
(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.	
		Inspector General of Police/Prisons, Haryana	To assist Head of the Department	
		Inspector General of Prisons, Haryana 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.	

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**PROACTIVE DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005 (As on 01.04.2020) CHAPTER II SECTION 4(I) (b)**

<b>Sub Section</b>	<b>Detail of Sub Section</b>	<b>Name of Post</b>	<b>Power &amp; Duties</b>
(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.
		Inspector General of Police/Prisons, Haryana	To assist Head of the Department
		Inspector General of Prisons, Haryana 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)**

<b>Sub Section</b>	<b>Detail of Sub Section</b>	<b>Norms set to discharge its Functions</b>
(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>

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## **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>

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## 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	<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	Inspector General of Police/Prisons	Sh. Y. Puran Kumar, IPS	0172	2586821	----
		3	Inspector General of Prisons	Sh. Jagjit Singh, HPS1	0172	2586821	---
		4	Superintendent Headquarters Jail	Sh. Anil Kumar	0172	2585721	---
		5.	Accounts Officer	Smt. Kamlesh Kumari	0172	2585721	---
		6	Assistant Distt Attorney	Sh. Sumit Khokhar	0172	2585721	---
		7.	Superintendent (Admn.)	Sh. Rann Singh	0172	2585721	---
		8.	Superintendent (Budget)	Sh. Rambir	0172	2585721	---
		9.	Deputy Superintendent Jail (Hqrs)	Dr. Dharambir Singh	0172	2585721	---
		10.	EPABX No.		0172	2585721	
		11	Fax No.		0172	2562438	
		12	Office Email ID		<b>office_dg.prisons@hry.nic.in</b>		

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### **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.

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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 HQ. Jail	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 Sector	SPIO	0130	2221717	supdtsnp.jail@hry.nic.in
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#### **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)

Sub Section	Detail of Sub Section	Details about Appellate Authority for Prisons Department, Haryana		
(xvii)	such other information as may be prescribed;	<b>Inspetor General of Prisons, Haryana</b> 03-06 Bays Building, Sector 14, Panchkula (Haryana).	First Appellate Authority for Jails Department Haryana	Phone Numbers: - 0172-2584013 (O) M. 86999-00101 Email IDs: - office_dg.prisons@hry.nic.in