

Brief Note about District Prison, Gurugram as on 06.03.2017

Introduction

District Prison Gurugram, was converted from a Sub-Jail to a District prison on 28th September, 1965. It was reconstructed and inaugurated on 27.10.2013 by Sh. Ajit Singh Bhatotia the then Director General of Prisons. The prison is approximately 20 Kms from Gurugram near a village named Bhondsi. The prison has a total capacity of 2412 prisoners.

Infrastructure

The prison is spread across an area of 87 acres 3 Kanals and 10.4 Marlas and has the capacity to house 2412 prisoners. The prison has a total of 23 Barracks for detaining male prisoners and 2 Barracks for female prisoners. The male barracks are divided into two phases. Each phase in addition to the barracks has a central building containing the Phase Control Rooms called Chakkar and Canteen. Each Phase also has a Kitchen barrack called the Langar, a Library. The ladies barracks are in a separate enclosure. It too has a central control room which also contains a crèche for the children of female prisoners.

Besides the buildings to house the prisoners this prison also contains the following buildings

1. Hospital
2. IGNOU Centre (Education Centre for the prisoners)
3. Nirman Bhavan (Centre for cultural programs)
4. Prison Administration Building (Dyodhi) containing various offices and Visitor Rooms
5. Factory
6. Bakery Unit
7. Weaving Section
8. Sanitary napkin manufacturing Unit in Ladies Ward
9. Godown
10. Security wards for detaining prison offenders, mentally challenged inmates and prisoners requiring security
11. Watch Towers to manage the security of the prison
12. Water Storage tank to meet the water requirements of the prisoners

In addition to the infrastructure for the prisoners the prison also has 4 Warder hostels and staff quarters for housing 198 Warders / Female Warders, 56 Head Warders, 16 Junior Officers (Asst Supdt, SAS, Pharmacist etc), 8 Dy Supdts / Medical Officers and 1 Superintendent of Prison. The prison also contains a community centre, school building and a Generator Room.

This prison, being a modern prison, is equipped with CCTV cameras, Video Conferencing facilities, Electronic devices, computers etc. for managing the operations of this prison including the security of the prison.

This prison was the first to implement a cashless canteen and efforts are being made to modernize and automate several of its operations.

The prison also has an Ambulance, a Bolero and one motorcycle for aiding in the operations.

Staff Position as on 06.03.2017

Sr No.	Designation	Sanction Post	Filled Post	Vacant Post
1	Superintendent Jail	01	01	00
2	Deputy Superintendent	03	03	00
3	Assistant Superintendent	05	04	01
4	Sub-Asstt. Supdt.	05	03	02
5	Medical Officer	03	01	02
6	Dental Surgeon	01	01	00
7	Pharmacist	02	00	02
8	E.C.G. Technician	01	00	01
9	Lab Technician	01	00	01
10	J.B.T. Teacher	01	00	01
11	Electrician	01	00	01
12	Clerks	04	02	02
13	Matron	05	00	05
14	Head Warder	35	19	16
15	Warder	262	159	103
16	Female Warder	12	12	00
17	Peon	02	00	02
18	Superintendent Orderly	01	01	00
19	Driver	01	01	00
20	Sweeper	30	09	21
21	Cook	01	01	00
	Total	377	217	160

Prison Management

Financial Management

All expenses are incurred in accordance with the instructions in the prison manual. All expenditures are incurred after verification and authorization at multiple levels including that by the Superintendent of Prison and Deputy Superintendent of Prison.

Records of all expenses / vouchers etc are being maintained month-wise. The expenses are broken down into five schemes which are then further broken down into various heads like Salary Heads, Other Charges, Other Expenses etc.

Management and control of expenses are done with the help of various reports available on the e-Billing system including Budget reports, Transaction Vouchers, Monthly reports etc.

Manual Cash book is also being maintained with the help of which all records are cross verified.

Prison Security

All operational procedures as per the Punjab Jail Manual are being conducted to ensure the security of the prison. This includes the following:

1. Regular surveillance by warder staff and Barrack In-charges
2. Regular Inspection by assigned officers to various locations
3. Frequent Night Inspections by the Superintendent and Deputy Superintendent of this prison
4. Formation of inspection teams to control undesired items and material like mobile phones etc.

The prison is using various infrastructure, equipment and technologies to control and manage the security of the system. This includes the following:

1. 7 Watch towers
2. Search Lights and high powered torches
3. Walkie Talkie Sets
4. CCTV Cameras
5. DFMD (Door Frame Metal Detector)
6. HHMD (Hand Held Metal Detector)

Human Resource Management

Regular efforts are made to keep the warder staff motivated. For this the following are being done:

1. Ensuring that proper facilities are available to the staff at Watch Towers and Phases and other locations.
2. Arrangement of sports facilities like a volleyball field for officials to entertain themselves during leisure time
3. Availability of LED TV in Warder Hostel
4. Regular rotation of duties for staff both in terms of location and shift timings
5. Allowing staff to go on rest on a regular basis in accordance with the rules
6. Monthly meetings with staff to understand their grievances and addressing them to the extent possible
7. It is submitted that the Warder Staff are identified and sent for refresher course
8. Use of equipment like Digitool guards to ensure that staff are performing their duties properly.

Detention, Facilities and Privileges of prisoners

Total capacity of this prison is 2412. Current population is between 2000 and 2300. Convicted and Under Trial Prisoners are being detained in separate barracks. Female Prisoners are being detained in a separate enclosure. Canteen is made available for prisoners where they can purchase various necessary items. Convicted Prisoners with good conduct and good work are being rewarded by special remission. Payment of wages is being done regularly in accordance with the prison laws. Modern Mulakaat Kaksh is being constructed to facilitate the meeting of prisoners with their family / friends. 6 PICS have been installed so that prisoners can speak to their family members on a daily basis.

Initiatives for reform, rehabilitation

Various educational / vocational and cultural programs are in place so that prisoners can get educated. These programs are focused at rehabilitation of prisoners once they complete their

and education of prisoners prison tenure. These Programs include various institutes and NGOs including IGNOU, NIOS, Govt Polytechnic and IVF.

Prison Modernization

Construction of Modern Visitor Room Modern Mulakat room is being constructed to facilitate prisoners interaction with their friends and relatives while still ensuring the security of the prison.

Modern Training Room A modern training room with all required facilities has been constructed in this prison. Three batches of training have already been conducted there with the support from NGO India Viusion Foundation

Jail Kitchen The jail kitchen is being repaired to maintain the hygienic standards and quality of food. Chimneys have been installed in Jail Kitchens and are being cleaned regularly. Fly catchers have also been installed in the Jail Kitchens.

Bakery Unit In January 2017 this prison established a bakery unit which is being utilized for manufacturing Breads / Buns / Biscuits to meet the dietary requirements of the inmates confined in this prison. It is also planned that this bakery unit will be used for selling bread outside.

Sanitary Napkin Manufacturing Unit An unit for manufacturing sanitary napkins was started in the ladies ward of this prison. The unit is not only being used for meeting the requirements confined in this prison but is also being utilized for meeting the requirements of ladies confined in other prisons in Haryana.

Weaving Section Weaving section was established in this prison in collaboration with Khadigram Udyog Board. The section is being used for training the inmates of the prison so that they can be rehabilitated once they get released from the prison.

Best Prison Practices adopted at District Prison Gurugram

Education: **Basic Education:** Illiterate prison inmates are being educated with the help of educated inmates.

Secondary and Senior Secondary Education: Secondary and Secondary Education is being provided with the help of National Institute of Open Schooling. At present 51 students are enrolled with NIOS.

Under Graduate and Post Graduate Programs: Under graduate and Post graduate programs are being run in affiliation with IGNOU. A total of 149 students are enrolled in various programs of the institute

Vocational Education: Vocational education is being provided in affiliation with Govt Polytechnic College, Uttawad. The program includes faculty from both outside and qualified inmates. Total no of enrolled students is 145 and includes courses like Basic Computers, Electrical, Welding, Carpentry,

Plumbing etc

Skill Development: Skill development is being done in affiliation with India Vision foundation. Inmates are being taught various skills including Hair Cutting, Music, Painting, Dancing, Tailoring etc.

Living Area for Prisoners LED Bulbs / tubes are being installed in Prisoner Barracks. At least one Western style toilet is being fixed in every barrack / block. Fogging is done in the Prisoner Barracks on a regular basis to get rid of the mosquitos and flies.

Jail Canteen Efforts are being made for providing maximum articles in Jail Canteen and the expansion of Jail Canteen on CSD basis to increase the satisfaction level among the inmates. In this regard a feedback mechanism has been set up to take inputs from inmates on their requirements. All the items in Jail Canteen are being sold on MRP or 20% of margin from purchase rate whichever is less. The list of items and rates is being properly displayed on board of Canteen.

Complaints and Redressal System Hon'ble District and Sessions Judge visits this Prison once every month to hear the grievances of inmates and sort out their legal problems. Superintendent of Prison takes weekly parades to hear the grievances of the inmates and sort out their problems, if any. Complaints are addressed first at the level of Deputy Superintendent and then if resolution does not happen it is escalated to the level of Superintendent of Prison.

Prison Inmate Calling System Prison Inmate Calling System has been implemented in this prison. 8 stations have been installed in the prison including one in the ladies ward. Currently the number of calls being made every day is averaging around 500 calls. Each prisoner is allowed to talk for 5 minutes with his family and friends. The numbers are preregistered after proper verification for the purpose.

Implementation of E-Prison Management System: Prison Management System is being successfully implemented in this prison with the help of Phoenix Software. Already Several modules have been implemented which include the following:

1. New Admission
2. Under Trial Management
3. Convict Management
4. Gate (Dyodhi Management)
5. Cashless Canteen
6. Mulakaat (Interview/Visitor) Management
7. Chakkar (Sub-Admin Building) Management
8. Hospital Management
9. Prisoner Cash Deposit / Withdrawal

This prison has also conducted three batches of training for warders from all prisons on Phoenix and Basic Computer skills. In addition this prison was the first prison to install a software for Managing and controlling warder staff.

Yoga and This prison is conducting regular yoga classes both by yoga

Cultural Programs	trainers within the prison as well as from outside. In addition following cultural activities are being regularly held in this prison: <ol style="list-style-type: none"> 1. Dance Programs 2. Ragini Programs 3. Celebration of Independence and Republic Day 4. Celebration of festivals like Diwali, Christmas etc.
Modern Barber Shop	A modern Barber shop has been set up for skill impartment with the help of India Vision Foundation and VLCC
Installation of Chapati Warmers	Two chapatti warmers, one in each phase has been installed and the prisoners are being served warm and hygienic food. Committees have been formed to ensure the quantity and quality of food to the inmates is appropriate
Waste Management	Committees have been formed to ensure that wastes is not dumped inside the Jail and is disposed outside the Jail to avoid any mishap of any diseases as well as an unhygienic environment.
Medical and Training Camps	Various types of awareness and treatment camps are being held regularly in this prison both for inmates and prison staff. This includes: <ol style="list-style-type: none"> 1. AIDS Awareness 2. Medical Camps 3. Prisoner Rights Awareness Sessions
Installation of R.O System	Two R.O systems have been installed in this prison, one in each prison to provide clean and hygienic water to the prison inmates.

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**Superintendent of Prison
District Prison Gurugram**