**INSPECTION TEMPLATE FOR SUPERINTENDENT JAIL**

**(DAILY INSPECTION OF FOOD & SURPRISE NIGHT VISITS)**

**(Prepared on basis of review of Rules 944-945)**

|  |  |
| --- | --- |
| Name of Jail |  |
| Date / Month / Year |  |
| Name of Superintendent  |  |

|  |  |  |
| --- | --- | --- |
| **Capacity** | Authorized accommodation.  |  |
| Existing population. |  |
| Under trial. |  |
| Convicted.  |  |
| Condemned Prisoners.  |  |
| Unconfirmed condemned prisoner. |  |
| Civil Prisoners. |  |
| Prisoners waiting for payment of Diyat / Arsh /Daman. |  |
| Mentally Retarded. |  |
| **Female Prisoners:** |
| 1. Pregnant.
 |  |
| 1. With Children.
 |  |
| **Children with Mothers:** |  |
| 1. Below the age of 6 years.
 |  |
| 1. 6 Years & above.
 |  |
| Numbers of Juvenile Offenders |  |
| Age-wise data |  |
| **Male** | **Female** |
| **Over****60 years** | **Over****50 years** | **Over****40 years** | **Over****30 years** | **Over****20 years** | **Over****60 years** | **Over****50 years** | **Over****40 years** | **Over****30 years** | **Over****20 years** |
|  |  |  |  |  |  |  |  |  |  |

**ACCOMMODATION**

|  |  |  |
| --- | --- | --- |
| **Total No. of wards / Barracks**  | **No. of prisoners per ward / barrack**  | **Remarks / Recommendations**  |
| **Male** | **Female** | **Male** | **Female** |  |
|  |  |  |  |  |

**DIET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Days**  | **Regular Menu for Breakfast**  | **Regular Menu for Lunch**  | **Regular Menu for** **Dinner**  | **Menu for Sick prisoners as per given scale in Rule 485 is available** | **Menu for Pregnant Ladies and mothers of Suckling babies (as per given scale in Rules 487, 488 & 489)** |
| Monday  |  |  |  |  |  |
| Tuesday  |  |  |  |  |  |
| Wednesday  |  |  |  |  |  |
| Thursday  |  |  |  |  |  |
| Friday  |  |  |  |  |  |
| Saturday  |  |  |  |  |  |
| Sunday  |  |  |  |  |  |
| Timing of Meal Serving  |  |  |  |  |  |

1. Numbers of prisoners on sick diet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Number of pregnant women on special diet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Number of children with mother on special diet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Status**  | **Action Required** | **Responsibility** | **Time Frame** |
| Overall Hygienic Condition of the Jail Kitchen  |  |  |  |  |
| Whether personal Hygiene of Kitchen Staff and Cook have examined? Medical condition may also be examined  |  |  |  |  |
| Food (Quantity & Quality) According to Jail Manual  |  |  |  |  |
| Whether timing of meal servings as per schedule if late give reasons? |  |  |  |  |
| Kitchen utensils are clean  |  |  |  |  |
| The place where food is preparing is clean and insects / flies free |  |  |  |  |
| Floors of Kitchen and the serving place are neat and clean  |  |  |  |  |
| Whether the medical officers has checked the quality of Food? |  |  |  |  |
| Whether the size of Roti is 305 Cm in diameter?  |  |  |  |  |
| The ingredients provided for preparation of food are free from adulteration and of standard quality  |  |  |  |  |
| Whether any Prisoner has complained about the standard and quality of food? If yes, what was the nature of complaint and how it was resolved? |  |  |  |  |
| Whether on festival and special occasion the Prisoners served with special diet as provided in Rule 475 & Rule 477 |  |  |  |  |
| Whether in dining area electric fans are installed? |  |  |  |  |
| The serving place is covered and provided shelter from rain and heat during meal timings |  |  |  |  |
| Whether Civil Prisoners are receiving non labouring diet and preparing their food by their own self? Please specify the arrangement **(Not required as uniform diet menu for all category of prisoners)** |  |  |  |  |
| Whether monthly medical fitness certificate of the kitchen labour displayed or not? |  |  |  |  |
| Whether kitchen labour found in proper kitchen uniform? |  |  |  |  |
| **SURPRISE NIGHT VISITS** |
|  | **Status**  | **Action Required** | **Responsibility** | **Time Frame** |
| Overall Security Status of Prison Building |  |  |  |  |
| Guards at night duty were active, vigilant and attentive. |  |  |  |  |
| Sufficient numbers of night Guards were deployed on the security check |  |  |  |  |
| Sufficient Lights arrangements were there. |  |  |  |  |
| The Prisoners sleeping in their barracks were provided with sufficient bedding. |  |  |  |  |
| Proper arrangements for sleeping as per weather conditions. |  |  |  |  |
| Staff on Watch Tower is active. |  |  |  |  |
| The Night Guards/ Warders and Patrolling officer have sufficient arms/ guns and rifles |  |  |  |  |
| Lights arrangements on boundary wall of prison are sufficient. |  |  |  |  |

**Signature of Superintendent Jail**