**ELEMENTS OF INSPECTION FOR SUPERINTENDENT JAIL**

**Under Rule 945**

**Time Entry Time Exit Time**

| **S#** | **Points** |  | **Remarks** |
| --- | --- | --- | --- |
| 1- | Whether Night Duty Officer was present ? | Names |  |
| 2- | Whether Sentry guards in outer gates were alert ? | Names |  |
| 3- | Whether guards in Watch Towers of the boundary wall were present and alert ? | Names |  |
| 4- | Whether Popup Blockers was properly working ? |  |  |
| 5- | Whether outside gates were properly locked ? |  |  |
| 6- | Whether Lighting arrangements on boundary wall and jail Colony were sufficient? |  |  |
| 7- | Whether external Round Officer was present on his duties ? | Name |  |
| 8- | Whether external patrolling was regularly carried out? |  |  |
| 9- | Whether Sentry guard in the front of Main Gate was alert and armed ? | Name |  |
| 10- | Whether operator in Control Room was present ? | Name |  |
| 11- | Whether all monitoring LCD(s) / LED(s) were properly working ? |  |  |
| 12- | Whether all types of cameras were fully operational and in working condition ? |  |  |
| 13- | Whether base set and Pocket phones were properly working ? |  |  |
| 14- | Whether all the important points were covered with wireless communication system ? |  |  |
| 15- | Whether lighting arrangements were sufficient in the main gate ? |  |  |
| 16- | Whether guards were alert in the Main gate ? |  |  |
| 17- | Whether fire extinguisher was available in the main gate in working condition. |  |  |
| 18- | Whether Register No.16, and Round reporting Register were properly being kept maintained ? |  |  |
| 19- | Whether Amad Kharaj Register was properly been signed by the Deputy Superintendent after evening lockup ? |  |  |
| 20- | Whether lighting arrangements were sufficient inside and outside of the parameter wall. |  |  |
| 21- | Whether disc circulation was proper and timely ? |  |  |
| 22- | Whether guards in Watch Towers were present, alert and proper armed with sufficient rounds of ammunition ? | Names |  |
| 23- | Whether all patrolling officers were present and perform their duties according to rules ? |  |  |
| 24- | Whether round officers / officer present and perform duties according to rules ? | Names |  |
| 25- | Whether Junior Technician (Pharmacy) was present on his duties ? | Name |  |
| 26- | Whether female section visited and whether all woman prisoners were properly locked and found secure as per rules. |  |  |
| 27- | Whether they were guarded by female warder. | Name |  |
| 28- | Whether all the guards on duties were wearing proper uniform ? |  |  |
| 29- | Whether all the guards were equipped with a lathi and whistle ? |  |  |
| 30- | Whether militants and dangerous prisoners were guarded with extra warders and confined in most secure and safest place? |  |  |
| 31- | Whether condemned prisoners and prisoners under sentence of death were properly locked and guarded. |  |  |
| 32- | Whether superior class prisoners were properly locked like other prisoners as per Prison Rules. |  |  |
| 33- | Whether Juvenile Prisoners are properly locked. |  |  |
| 34- | Whether guards in each sectors was present ? |  |  |
| 35- | Whether cook house was working according to rules and instructions and warder is present to look after the work and prisoners ? |  |  |
| 36- | Whether lighting and water was available in the entire Jail ? |  |  |
| 37- | Whether numberdars were present in the barracks of prisoners and whether they are know their duties and the number of prisoners under their command. | Names |  |
| 38- | Whether numberdars and attendants in hospital wards were available / | Names |  |
| 39- | Whether lifesaving and emergency drugs were available in Jail hospital ? |  |  |
| 40- | Whether the Jail was found functioning according to Prison Rules ? |  |  |

**ELEMENTS OF INSPECTION FOR SUPERINTENDENT JAIL**

**Under Rule 944**

| **S#** | **Points** | **Remarks** |
| --- | --- | --- |
| 1- | Whether Superintendent Jail checked the cooked food ? |  |
| 2- | Whether he checked the cooked food in his office or in Kitchen ? |  |
| 3- | Whether the food was according to menu ? |  |
| 4- | Whether the food was according to prescribed scale and standard? |  |
| 5- | Whether the raw ration was according to approved brands? |  |
| 6- | Whether weekly menu was displayed in the Kitchen ? |  |
| 7- | Whether the kneading tubs were proper maintained ? |  |
| 8- | Whether kneading machines were in working condition ? |  |
| 9- | Whether floor was kneaded through kneading machine ? |  |
| 10- | Whether exhaust fans were provided in the Kitchen ? |  |
| 11- | Whether the doors and windows of the cookhouse were fly proof? |  |
| 12- | Whether ceiling fans were available and working in the Kitchen ? |  |
| 13- | Whether ration scale chart of prisoner was displayed in the kitchen ? |  |
| 14- | Whether Prisoner Food Committee was constituted ? |  |
| 15- | Whether Prisoner Food Committee knows their functions and duties ? |  |
| 16- | Whether they perform their allotted duties ? |  |
| 17- | Whether Prisoner Food Committee get raw ration from store every morning as per Parcha Khwarak ? |  |
| 18- | Whether Prisoners Food Committee check and issues food items as per scale ? |  |
| 19- | Whether Prisoners Food Committee check and examine the quality and quantity of onions, tomatoes and vegetables and meat at the time of admission into the Prison ? |  |
| 20- | Whether the Prisoner Food Committee verified the approved brands. |  |
| 21- | Whether the Prisoner Food Committee ensure the sanitation in the Kitchen ? |  |
| 22- | Whether the Prisoner Committee ensured the cleanliness of the food items in the Kitchen ? |  |
| 23- | Whether the Prisoner Food Committee cook items in their presence? |  |
| 24- | Whether cooked food is distributed to prisoners in the presence of Food Committee? |  |
| 25- | Whether cooked food is checked by the Assistant Superintendent Jail, Deputy Superintendent Jail and Medical Officer? |  |
| 26- | Is raw ration issued to superior class prisoners regular and at prescribed scale ? |  |
| 27- | Whether the dustbins are being kept in the Kitchen ? |  |
| 28- | Whether fresh drinking water is available in the Kitchen ? |  |
| 29- | Whether hygienic balties were available for distribution of food to prisoners ? |  |
| 30- | Whether up to date Bin---Cards are being hung ups in the Godown? |  |
| 31- | Whether weights and scales were tested by Labour Department and certificates obtained regularly? |  |
| 32- | Whether periodical physical verification of stock was carried out by Superintendent Jail and Deputy Superintendent Jail. |  |
| 33- | Whether No of prisoners sanctioned home / extra diet was being recorded in the daily ration register book. |  |
| 34- | Whether sanitary condition of the Kitchen was satisfied ? |  |
| 35- | Whether Assistant Superintendents were present in sectors at the time of the distribution of cooked food ? |  |
| 36- | What was the condition of toilets and bath rooms in Kitchen Prisoners barracks? |  |
| 37- | Whether admitted patients get special food prescribed by the Medical Officer in Jail Hospital ? |  |
| 38- | Whether the bread was properly locked and weighed ? |  |
| 39- | Whether a separate warder has been allotted duty in cookhouse ? |  |
| 40- | Whether the warder knows his duties ? |  |