**TEMPLATE OF OFFICIAL / EX-OFFICIO/ NON OFFICIAL VISITORS**

**[Prepared on basis of review of Rules 918]**

|  |  |
| --- | --- |
| Name of Jail |  |
| Date / Month / Year |  |
| Name & designation of visitor |  |

|  |  |  |
| --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |  |  |  |

**GENERAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Status** | **Action Required** | **Responsibility** | **Time Frame** |
| Sanctioned Strength of Staff is available |  |  |  |  |
| Overall Hygienic condition of the Jails |  |  |  |  |
| Utility Facilities Available at Prison for Inmates |  |  |  |  |
| Arrangements for Load Shedding (Electricity / Sui Gas) |  |  |  |  |
| Food (Quantity & Quality) According to approved diet scale & menu |  |  |  |  |
| Whether special diet is given to patients in hospitals, for pregnant ladies, nursing mothers and for children (under rule 485, 487, 488 & 489) |  |  |  |  |
| Monthly Medical Check-up of Kitchen labour |  |  |  |  |
| Availability of Separate Female Section. |  |  |  |  |
| Female Staff Deputed at Female Section. |  |  |  |  |
| Facilities available to pregnant ladies |  |  |  |  |
| Vaccination Arrangements for Children along with details of Vaccination provided to Children in Jails (please sent Chart of every child) |  |  |  |  |
| Availability of Women Barrack (Airy and according to weather condition) |  |  |  |  |
| Availability of Separate Barrack for Juveniles (Airy and according to weather condition) |  |  |  |  |
| Availability of Ambulance |  |  |  |  |
| Availability of Medical Staff & Essential Medicines. |  |  |  |  |
| Number of Patients admitted in Jail Hospital |  |  |  |  |
| Arrangements for mentally retarded prisoners |  |  |  |  |
| Patients Suffering with Hepatitis, HV etc. |  |  |  |  |
| Detoxification Facilities. |  |  |  |  |
| Capacity of Hospital or dispensary to admit sick prisoners for urgent and first aid treatment. |  |  |  |  |
| Facilities For Lab Examination  |  |  |  |  |
| Numbers of Doctors deputed in Jail (including female doctors / LHVs) |  |  |  |  |
| Sanitation Condition |  |  |  |  |
| Availability of Toilets and cleanliness Standards |  |  |  |  |
| Availability of toilets round the clock.  |  |  |  |  |
| Availability of interview Room, what facilities are provided there? |  |  |  |  |
| Availability of Visitors Shed / pure Drinking Water (numbers of Filtration Plants to be mentioned there) |  |  |  |  |
| Condition of jail canteen |  |  |  |  |
| Rates of items available at canteen are reasonable. |  |  |  |  |
| Whether the rate list duly vetted by price control magistrate & displayed at canteen |  |  |  |  |

**REFORMATION AND REHABILITATION STEPS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Status** | **Action Required** | **Responsibility** | **Time Frame** |
| Facilities available to juveniles and children with mothers |  |  |  |  |
| 1. Formal education facility
 |  |  |  |  |
| 1. Religious education
 |  |  |  |  |
| 1. Vocational training
 |  |  |  |  |
| 1. Sports (Indoor / outdoor)
 |  |  |  |  |
| 1. TV facility in barrack
 |  |  |  |  |
| 1. Cold drinking water in hot weather
 |  |  |  |  |
| 1. Proper medical care
 |  |  |  |  |
| What training are available for enhancement of skills of prisoners  |  |  |  |  |
| Complaints address mechanism  |  |  |  |  |
| 1. Complaints received and addressed by Superintendent Jail during daily visits
 |  |  |  |  |
| 1. Complaint boxes
 |  |  |  |  |
| 1. 1124
 |  |  |  |  |
| 1. Daily Khulli Ketchary by Superintendent Jail
 |  |  |  |  |
| Behavior of Jail officials with prisoners  |  |  |  |  |
| Any reported incident of quarrel between inmates and staff |  |  |  |  |
| Whether any prisoner have submitted any representation to the visitor |  |  |  |  |
| Pervious representations submitted by the prisoners  |  |  |  |  |
| Number of prisoners confined in punishment block |  |  |  |  |
| Whether any prisoner have ever been punished for complaints to visitors  |  |  |  |  |
| Whether entries in the punishment register have been verified / examined |  |  |  |  |
| Whether the list of official / ex-officio and non-officials visitors is placed in the jail  |  |  |  |  |
| Compliance report of previous visit directions  |  |  |  |  |

**Recommendations (If any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Visitor**