

THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

**MANUAL OF PRISONS DEPARTMENT
(PUBLISHED IN TERMS OF SECTIONS 4(1)(b)
OF R.T.I. ACT, 2005)**

**DIRECTOR GENERAL AND
CORRECTIONAL SERVICES
ANDHRA PRADESH
HYDERABAD.**

INTRODUCTION

The Right to Information Act '2005 is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Subject to the provisions of the Act, all citizens shall have the right to information and Sec.4(1)(b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each department.

This manual gives a comprehensive idea about the particulars, functions of the Prisons dept and also the powers and duties of the employees including the channels of supervision and accountability.

This manual contains 17 chapters in all which gives information about the functioning of the prisons department in a nutshell.

Chapter-1

Organization Information

[(Section 4(1)(b)(i)]

The Department of Prisons and Correctional Services in Andhra Pradesh is a progressive department and aims at ensuring the return of the offender to society as a well-adjusted individual.

The Department is functioning under the Administrative Control of Home Department. The Prison Administration in Andhra Pradesh is decentralized and organized into four ranges i.e. Coastal Andhra and Rayalaseema.

Prisoners in Andhra Pradesh are treated in a humane manner compatible with human dignity in accordance with the “United Nations standard Minimum Rules for the Treatment of Offenders, 1955 “ and the “ Model Prison Manual, 1957 “. The amenities and facilities provided in Andhra Pradesh Prisons are comparable to be the best in the Country.

The Department recognizes the fact that protection of society cannot be achieved merely by detention unless the offender is corrected and reformed while in Prison, so that he may not have difficulty in adjusting himself with the mainstream of life outside the Prison. The Department strives to achieve this objective.

GOVERNANCE

(a) DIRECTORATE:

The Director General of Prisons & Correctional Services is Head of the Department of Prisons and Correctional Services at State level and is assisted by Inspector General of Prisons and other supporting staff.

(b) REGIONAL ADMINISTRATION

The Department is divided into the following three regions and a Deputy Inspector General of prisons heads each ranges.

1. Coastal Andhra - Consists of 07 Districts with Headquarters at Rajahmundry
2. Rayalaseema - Consists of 06 Districts with Headquarters at Kadapa

PRISON ADMINISTRATION

CENTRAL PRISONS - 4

Central Prisons are located at Rajahmundry, Adavivaram (Visakhapatnam District), Nellore and Kadapa in the State.

DISTRICT JAILS – 09

District Prisons in the state are located at Vijayawada, Guntur, Srikakulam, Anantapur, Ongole, Khammam, Chittur, Eluru & Kurnool.

PRISONERS AGRICULTURAL COLONY -

Andhra Pradesh State has the credit of starting in the year 1965 another Open Air Prison was also started at Anantapur.

SEMI OPEN PRISONS

Sanction has been issued to start Semi Open Prisons at all the Central and District Prisons. The Semi Open Prisons have been started in all the Districts except Eluru, Kurnool, Guntur, Prakasam and Vizianagaram. The Collectors concerned have been requested to allot land for this purpose.

SPECIAL PRISON FOR WOMEN - 1

Two exclusive prison for Women are located at Rajahmundry.

Special Sub-Jails-09:

(09) Special Sub-Jails in the state are located at Narasaraopet, Gurijala, Bheemavaram, Kakinada, Machilipatnam, Adoni, Nandyal, Gooti, Thirupathi, Madanapally and Gudur

SUB JAILS - 90

Out of 90 Sub Jails are functioning under the control of this Department.

Chapter-2

Powers and Duties of Officers and Employees

[Section 4(1)(b)(ii)]

HEAD QUARTERS ORGANISATION

Director General of Prisons & Correctional Services.

- 1 The Director General of Prisons and Correctional Services (hereinafter referred to as Inspector General) shall be the Head of the Prison Department, appointed by Government. He shall subject to such general and special orders of Government, exercise general control and superintendence of all Prisons in the State and shall be responsible for internal management and economy of the Prison Department. He is the Chief Controlling Officer and will have such administrative authority as is laid down in this Manual and as may be determined by Government from time to time.
- 2 He shall define the functions and fix lines of authority and channels of command for Prison personnel.
- 3 He shall be the channel of communication between Government and subordinate officers in the Department. In special case of extreme urgency, any officer not below the rank of Superintendent of Jails, with the knowledge of the Inspector General, may address the Government, with a copy submitted to Head Office.
- 4 He shall plan, organize, direct, co-ordinate and control various prison programmes.
- 5 All prison officers shall obey the rules and orders issued by the Inspector General from time to time in all matters relating to internal discipline, economy and management of prisons.

Control of expenditure

- 6 Subject to rules and orders issued by Government in the Finance Department from time to time, and with reference to the stipulations of the Principal Accountant-General on the subject, the expenditure of the Prison Department shall be controlled by the Inspector General. He shall submit to Government in Finance Department, and Administrative Department, the prescribed budget of charges and receipts on or before the due date as prescribed by Government. He shall distribute budget allotment among the subordinate offices as per Government orders. He is empowered to re -appropriate funds within specified limits, wherever necessary. He shall ensure that all bills for expenditure and other charges are got audited regularly.

Inspections

- 7 The Director General shall visit all Central Prisons, Prisoners' Agricultural Colonies, Special Prison for Women and District Prisons, atleast once in a calendar year, and satisfy himself that all rules, regulations and directions issued are duly obeyed and enforced. He shall

carryout full inspection of all Central Prisons once in every two years. He shall also visit some of the sub-jails.

- 8 During each such inspection, he shall personally see every prisoner and shall give a reasonable opportunity of making any application or complaint and shall investigate and dispose of the same properly.
- 9 He shall satisfy himself about the classification of prisoners, allotment of labour for reformation and re-socialization and eventual rehabilitation, after their release.
- 10 He shall inspect the living barracks, cells, workshops, kitchen and other enclosures. He shall also enquire into the adequate water supply, sanitary arrangements, medical examination and proper quality and quantity of food served and satisfy himself that they are in proper order.
- 11 He shall inspect all registers, books and journals, and ensure that they are maintained in accordance with the rules.
- 12 He shall inspect the warder establishment to its proficiency in drill and musketry, inspect arms and accoutrements, and test the ability of officers to drill the guards.
- 13 He shall examine whether the prison staff is adequate and proper discipline is maintained amongst them.
- 14 He shall also examine whether sufficient labour is available for prisoners sentenced to rigorous imprisonment, and if so adequate task is extracted from prisoners.
- 15 Immediately after his inspection, he shall communicate to the Superintendent of the concerned Prison, a copy of the Inspection Report in the prescribed Form No. 1 with his observations, suggestions or orders for compliance. He shall also simultaneously forward a copy of the report to Government.

Annual State Administration Report

- 16 The Director General shall submit to Government annually before 30th of June, a detailed report on Prison Administration for the previous financial year together with such statistical data and other information as Government may from time to time require. The report shall mention the inspections made by him and shall state whether the orders of Government have been observed properly.

Special report to be sent to Government

- 17 The Director General shall submit to Government a special report regarding any prison, which he considers to be in a very unsatisfactory state.

Civil Suits

- 18 The Director General is authorized to sanction the institution of any civil suit for recovery of money due to the Prison Department, provided he is satisfied that the claim is well founded. He may also sanction the institution of civil suits against defaulting contractors and others. Every case in which notice of suit against the Department or an officer for acts done in his official capacity is received, the Inspector General shall take appropriate action to defend the Department or individual as the case may be.

Film shooting

- 19 The Director General is the competent authority to sanction the film shooting in any prison on an application routed through the Superintendent subject to certain conditions such as violence, inhuman behaviour, escape, escape defying of the prison authorities etc., shall not be shown in the film shooting. He can charge a daily fee as decided by him which shall be deposited in Head Office before shooting takes place.
- 20 He shall approve the rates of uniform articles to be supplied for guarding staff every year.
- 21 He will sanction Uniform Allowance to officers at the rates prescribed by Government.
- 22 He shall be the authority to transfer convicted prisoners from one region to another vide Rule 35.2 if this manual.

Financial Powers

- 23 The Director General may exercise the financial powers conferred on him as Head of the Department by relevant provisions of Andhra Pradesh Financial Code and also the financial powers in respect of common items of expenditure and other powers conferred by Government from time to time. In addition to the said powers, he shall exercise special powers for the specific needs of Prisons Department regarding sanction of expenditure in certain items.

Inspector General of Prisons

- 24 The Inspector General of Prisons shall be the Head of Office of the Director General / Inspector General of Prisons and Correctional Services and is the immediate subordinate to the Inspector General. He shall;
- (1) assist the Inspector General in all matters connected with Prison administration and Correctional Services and in the absence of the Inspector General, he will be incharge of the Department,
 - (2) plan and formulate policies of the Department for administrative and operational functioning and will act as a 'Liaison Officer' between the field officers, and the Director General of Prisons,
 - (3) be the 'Vigilance Officer' and can make any visit, with the knowledge of the Director General, on receipt of any information about corruption and irregularities etc; in any institution,
 - (4) be the 'Legal Officer-cum-Liaison Officer' to deal with Court cases and be in touch with Law Officers and monitor the cases,
 - (5) also be the 'Liaison Officer' between the Department and Government on works sanctioned under the Finance Commission grants and all other grants,
 - (6) also monitor all other works such as constructions and repairs of buildings executed by the Public Works Department / Housing Corporation, and

- (7) attend to any other duty as specifically entrusted by the Director General of Prisons from time to time.

REGIONAL ADMINISTRATION

Deputy Inspector General of Prisons

- 1 The Prisons Department shall have Regional Deputy Inspectors General of Prisons for regions in the State whose headquarters and territorial jurisdiction will be determined by Government from time to time under general or specific orders. The Deputy Inspector General of Prisons shall be responsible for overall administration and operational efficiency of the institutions in his region. He shall carry out the orders and instructions issued by Inspector General as well as Government.

Administrative Powers

- 2 He shall inspect all Central Prisons, Prisoners' Agricultural Colonies, District Prisons, Special Prison for Women and the Offices of the District Sub-jails Officer in his region annually and communicate a copy of the Inspection Report, to the concerned in the prescribed Form No. 1 together with suggestions or orders for their compliance. He shall also simultaneously forward a copy of the report to Inspector General.
- 3 He shall inspect all the Sub-jails in his region once in two years and furnish his Inspection report to the concerned Sub-jail Superintendent with a copy to Head Office and District Sub-jails Officer.
- 4 He shall make periodical visits to the institutions under his control and communicate visiting notes to the concerned Superintendent and the District Sub-jails Officer.
- 5 He can transfer convicted prisoners from one prison to another within his jurisdiction.
- 6 On medical, security and emergency grounds, he can order transfer of undertrial prisoners from one prison to another in his jurisdiction under prior intimation to the concerned court.
- 7 He shall be the authority to grant permission for acceptance of donations like televisions, books, musical instruments, games articles, etc., for use of prisoners.

Financial Powers

- 8 The Deputy Inspector General of Prisons may exercise the financial powers conferred on him as "Regional Officer" by relevant provisions of Andhra Pradesh Financial Code and also the financial powers in respect of common items of expenditure and other powers conferred by Government from time to time. In addition to the said powers, he shall exercise special powers for the specific needs of Prison Department regarding sanction of expenditure in certain cases as under.

- (1) He is authorized to sanction all contracts necessary for the due and economical administration of prisons under his control.
- (2) Every contract for the supply of articles required for prisons, except in the case of contracts with government departments, shall be countersigned by him.
- (3) He shall be the chairman of the Tender Committee of his region to finalize the tenders received for procurement of dietary, manufactory and miscellaneous articles following due procedure.

Superintendent of Jails

Powers and Functions

- 1** The Superintendent shall be the Head of the Institution and must be thoroughly acquainted with the rules of this Manual, Acts and Regulations relating to Prisons. He shall work under the general supervision and overall control of the Deputy Inspector General of Prisons of the region.
- 2** He shall be responsible for implementation of policy of Government regarding Prison administration, care, welfare, treatment and training of prisoners for their rehabilitation.
- 3** He shall plan, organize and control all institutional programmes, activities and endeavour to develop a congenial atmosphere for correctional work.
- 4** He shall strictly adhere to the rules and statutory provisions in the execution of all sentences awarded to prisoners, committed to his custody.
- 5** He shall personally supervise staff welfare and discipline, allocation of duties to his subordinate officers, protection of human dignity, rights and providing decent work conditions to prisoners and appraising the prison personnel of current policy of correctional administration and the role they have to play in a welfare State.
- 6** He shall supervise the employment of prisoners, production programmes and also prisoners' vocational training.
- 7** He shall be responsible for economical working of the Prison and carefully consider the necessity of incurring expenditure.
- 8** He shall be answerable for all Prison property, stores and money and held responsible for any defalcation or loss on part of Prison establishment.
- 9** He shall have custody of secret and confidential documents.
- 10** He shall be responsible for satisfactory conducting of Manufactory Department, punctual execution of orders, collection of outstanding dues and checking of unsatisfied indents.

- 11 He shall be responsible for correct maintenance of records prescribed under these Rules and examine such records atleast once in a quarter and ensure that they are maintained upto-date.
- 12 He shall send special report to the Deputy Inspector General of Prisons and Inspector General on any emergency occurring in prison.
- 13 He shall submit periodical reports, returns and statements etc., punctually as prescribed under these Rules.
- 14 No civil suit shall be instituted or defended by the Superintendent on behalf of Government without the previous sanction of the Inspector General. On receipt of any suit under section 80 of the Code of Civil Procedure, 1908, he shall immediately forward it to the Inspector General with statement of the facts.
- 15 He shall see every prisoner who is in solitary or separate confinement daily.
- 16 He shall conduct monthly staff requests' parade and dispose of their requests.
- 17 He shall conduct half yearly verification of stores and stocks and also arms and ammunition.
- 18 He shall not leave the Headquarters or hand over the charge of the prison to any person without the prior sanction of the competent authority. When he is unable to attend the prison on any day, he shall give timely intimation of his absence to the next senior executive officer.
- 19 He shall maintain Superintendent Order Book in Form No. 2 and shall enter therein all orders passed relating to discipline, management of the prison, service matters, financial commitments and allotment of duties to his staff. He shall satisfy himself that every such order is duly carried into effect. All officers entrusted in any way with the execution of any such order shall sign in it, acknowledging of having seen it and received the order.
- 20 He shall submit Weekly Journal in Form No. 3 to the Head Office and Regional Office containing the timings of his entry and departure from the Prison and the details of his rounds. Important events and any outside work done by him shall be incorporated in the journal. It shall be sent to the authorities concerned on every succeeding Monday.

II. Inspections

- 21 He shall make daily inspection rounds inside the prison, on all working days, preferably at 9-00 a.m. and visit the kitchen, hospital, workshops and school.
- 22 He shall make surprise rounds atleast twice in a month, during lock-up and unlocking timings and satisfy himself that the rules and regulations prescribed under this Manual are thoroughly complied with by the subordinate staff.
- 23 He shall conduct weekly inspection parade of all prisoners, once in a week in the morning, preferably on Mondays, at which the Medical Officer, shall be present. At each such parade, he shall satisfy that the prisoners are properly classified and segregated and human rights of the

prisoners are properly observed. It shall be his duty to listen and receive complaints and petitions of prisoners in a patient and humanitarian manner and to dispose off them with utmost urgency.

- 24 He shall conduct detailed rounds, once in a week outside the prison and inspect the buildings and quarters of the subordinate officers, installations, maintenance and cleanliness. He shall also make round to the prison garden and satisfy himself that all necessary measures are being taken therein for the purpose of proper cultivation and increase in production.
- 25 He shall make surprise night rounds inside the prison, once in a week, and some times in between 1-00 A.M. and 3-00 A.M. and satisfy himself that the staff on duty are performing duties properly and also check-up entries in the para-boards and night round books.

III. Powers of Superintendent in emergency for requisition of Home guards

- 26 The Superintendent can obtain the services of Home guards from Police Department, whenever he considers that it is absolutely necessary, under intimation to the Inspector General, and pay wages to them as per the rates prescribed by the Superintendent of Police.

Deputy Superintendent of Jails

General Duties

- 30 The Deputy Superintendent shall work under the control of Superintendent and obey all his orders and instructions for proper administration and management of Prison.
- 31 He shall perform routine duties attached to the post of Superintendent, in his absence.
- 32 He shall accompany the Superintendent during daily rounds and also make independent rounds at least twice a week at odd hours and ensure sentries on duty are alert and prisoners attend workshops regularly.
- 33 He shall make rounds atleast once in a week during lock-up and un-locking and ensure that regular searches and other security arrangements are adhered to.
- 34 He shall make surprise night rounds once in a week and satisfy himself about security arrangements made inside the prison and that all guarding force on duty are alert.
- 35 He shall maintain a Report Book in Form No.4 indicating the duties performed by him and submit the same to the Superintendent daily. He shall bring it to the notice of the Superintendent any indiscipline, insubordination and any other matter of importance for his orders.
- 36 He shall supervise the treatment programmes, work programmes, welfare activities of prisoners, vocational training programmes, functioning of prison school and canteen.

- 37 He shall be responsible for the proper maintenance of dietary section. He should check the ration issued to the kitchen as per the scale atleast twice in a week. He shall inspect the cooked food as to its quality and quantity served to prisoners. He shall see that all the registers of this section are maintained up-to-date.
- 38 He shall ensure proper and orderly conduct of interviews and also the authority for sanctioning of interviews to eligible prisoners other than detenus, terrorists, extremists and other prisoners prohibited by the Superintendent. Special interviews shall be granted only by the Superintendent.
- 39 He shall satisfy himself that clothing and bedding and other items are issued to prisoners in accordance with the rules.

Executive Duties

- 40 He shall allot duties to guarding staff and is the authority for sanction of casual leave and a ailment of holidays.
- 41 He shall supervise the conduct of his subordinate staff including wearing of uniform, attending to duties punctually, etc.,
- 42 He shall oversee P.T., parades, firing practices and maintenance of arms and ammunition.
- 43 He shall supervise the work of his subordinate officers in respect of executive work attached to them along with the inspection of all registers and records maintained by them and initial with date in token of having seen them.
- 44 In addition to the above duties, the Deputy Superintendent of Jails shall attend to the following duties.
- Remission Branch
 - Checking up diet rolls
 - Clothing and bedding
 - Warders uniform
 - Interview section
 - Canteen
 - Checking up gate register
 - All report books of subordinate staff
 - Petty construction and repairs
 - Allotment of subordinate staff duties

Judicial Work

- 45 He shall exercise general supervision on working of Judicial Section.
- 46 He shall carefully verify admissions of all prisoners as per their committal warrants.
- 47 He shall inspect all the warrants, records, registers, history tickets and remission sheets connected to prisoners regularly.

- 48 He shall attend to the daily release of prisoners. Before effecting releases, he shall verify the correctness of remissions posted in the remission sheets. At the time of release, he shall verify payment of prisoners' private cash, private property, and subsistence allowance and travel expenses to the released prisoners correctly.
- 49 He shall ensure the timely production of prisoners in the concerned courts on receipt of production orders.

Jailor

- 50 The Superintendent may allot general and specific duties mentioned below among all Jailors, including the Senior Jailor.
- 51 Where two or more Jailors are working in a Prison, the Jailor incharge of executive shall act as Senior Jailor and he shall be the Chief Executive Officer of the Prison. In his absence, the other Jailor nominated by Superintendent, shall act as Senior Jailor.
- 52 He shall co-ordinate the work of other Jailors and Deputy Jailors and arrange in such a way that one officer should always be present throughout the day.
- 53 He shall have control over the activities at the main-gate and regulate all interviews and communications between prisoners and outsiders and prevent unauthorized persons from entering the prison premises or having any access or communicate with any prisoner. He shall arrange that an officer of the prison is always present during all interviews held.
- 54 The Senior Jailor shall have control over executive staff for the maintenance of discipline and institutional management and assist the Deputy Superintendent and Superintendent in allotment of duties, sanction of leave etc.,
- 55 He shall supervise the specific duties entrusted to each Deputy Jailor, and he is also accountable for any lapses or irregularities.
- 56 He shall be present in the Prison during lock-up and unlocking timings and supervise detailed searches made at regular intervals in all barracks, cells, workshops, toilets and other places frequented by prisoners to prevent the prohibited articles and also testing of bars, doors and windows etc.,
- 57 He shall inspect the working of arms guard and sentries and make rounds in the Prison at uncertain times and checkup that the guarding staff on duty are on alert and see that no article or material of any kind likely to facilitate for escape is left in yards unnecessarily or inadvertently without surveillance at any time.
- 58 He shall occasionally check the ration issued to prisoners and satisfy that they are clean and correct to weightment and also present during the time of food distribution.
- 59 He shall atleast twice in a week make surprise night rounds to the prison and satisfy himself, that the sentries on duty are alert, lighting and security arrangements are in proper order.
- 60 He shall regularly inspect conducting of P.T., parade, emergency practices etc., for guarding staff.
- 61 He shall supervise the prison garden, farm and all other outside operations and ensure regular supply of vegetables and other farm produce to the prison as far as may be possible.

- 62 He shall inspect the arms and ammunition once in a month.
- 63 He shall carry out instructions of the Medical Officer with regards to sick prisoners, preparation of medical diet and maintenance of sanitary and hygienic conditions in the prison as endorsed by the Superintendent.
- 64 He shall be incharge of maintenance of vehicles and log-books.
- 65 He shall attend to the manufactory section and ensure the regular attendance of prisoners and their work-tasks.
- 66 He shall maintain a Report Book in Form No. 4 which should be submitted to the Superintendent every day, through the Deputy Superintendent containing the information a) his timings of visit to the prison, b) the particulars of rounds he made in the prison, c) the hours of locking and unlocking, d) searches made in the Prison, e) lock-up particulars f) any breach of discipline on the part of prisoners and subordinate staff, g) absence of any subordinate officer from duty, h) any security lapse, i) any unusual occurrence or matter of importance and also j) any other matter in which he requires orders or instructions.
- 67 The Judicial Jailor shall;
- i) attend to the work of admissions and releases of prisoners. He shall checkup the Admission Register with reference to all warrants and satisfy himself that they are in order and maintained properly,
 - ii) maintain judicial records like Admission Register, Release Diary, Production Diary, Remission Sheets, History Tickets, Prisoners' Property Register etc.,
 - iii) take all measures that may be necessary or expedient in order that no prisoner shall be released before he is legally entitled to be released or detained in confinement after the date on which he is so entitled to be released,
 - iv) keep all warrants, judicial records, prisoners' valuable property under his personal custody,
 - v) at the end of every June and December, he shall go through all warrants under his possession, compare them with the registers and satisfy himself that they are correct. He shall enter a certificate to that effect in his Report Book, and
 - vi) ensure regular and timely production of prisoners in courts and verification of court entries in the remand warrants, production orders and inclusion of the names of the eligible prisoners in the statements for Review Committee Meetings.
- 68 He shall attend to the work connected with appeals of prisoners, their petitions and complaints.

Deputy Jailor

- 69 Where two or more Deputy Jailors are working in a Prison, the Superintendent may distribute specific duties detailed below among them.
- 70 Subject to the orders of the Superintendent, the Deputy Jailor shall work under the immediate control and supervision of the Jailor.
- 71 The Deputy Jailor shall oversee the security and general discipline in the prison and maintenance of proper sanitation and hygiene in the area under his charge. He shall attend to admission of prisoners of all class and also to the work connected with quarantine programme.
- 72 He shall supervise the regular searches and counting of inmates during lock-up and un-locking. He shall also supervise the detailed searches of barracks, cells, wards, etc., in his area atleast once in a fortnight.
- 73 He shall be incharge of distribution and maintenance of clothing and bedding and other equipment.
- 74 He shall conduct prisoners' interviews and is accountable for any irregularities. The prisoners' private cash and money received during interviews and other timings have to be properly accounted and handed over to the accountant.
- 75 He is incharge of censoring of inmates' mail, their clearance and distribution.
- 76 He shall be incharge of ration stores, maintenance of ration registers, kitchen management, distribution of food, hospital diet etc.
- 77 Prisoners' Private Property, other than the valuables shall be under his custody.
- 78 He shall supervise the functioning of Prison garden, farm, dairy etc., including petty constructions and maintenance.
- 79 He shall make daily inspection rounds and night rounds as allotted by the Senior Jailor.
- 80 He shall be incharge of detenus.
- 81 He shall be incharge of Civil Stores, dead stock and miscellaneous articles and maintenance of the stock registers.
- 82 He shall be incharge of Arms and Ammunition.
- 83 He shall at convenient intervals, inspect arms guard and sentries on duty, P.T., parade and emergency practices etc.
- 84 He shall be incharge of prisoners' canteen, maintenance of its accounts, registers etc.,
- 85 He shall be incharge of receipts and distribution of staff uniform articles and maintain concerned registers.
- 86 He shall be incharge of residential quarters and their maintenance.

87 He shall maintain a daily report book in Form No. 4 containing general and specific duties performed by him and any other matter of importance and submit to the Deputy Superintendent through Jailor.

Chief Head Warder:

88 (i) The Chief Head Warder is, subject to the general control of the Jailor, the head of the Warder establishment and responsible for its working and for the due carrying out of all rules relating to it and to the guarding of the Jail,.

(ii) He shall assist the Jailor at unlocking and lock-up. He shall visit the guards and sentries frequently by day and at least twice a week at night, and shall make an entry of the hours of these visits, and of any irregularities he may discover, in his Report Book, which he shall maintain in form similar to that of the Jailor (Form No.3), and shall submit it daily to the Superintendent. He shall keep the attendance, duty and other rosters and the registers of the Warder establishment. He shall be exempt from the duties specified above during his absence on weekly off-days.

(iii) He shall be responsible for the cleanliness of the Warders' lines, shall satisfy himself that all Warders live in the huts provided for them, and report absentees without leave he shall see that the line latrines are kept in a thoroughly sanitary condition, and report the inhabitants of any hut which he finds to be dirty. He shall perform such other duties as the Superintendent may, by order to be recorded in the Superintendent's Order Book, assign to him.

Head Warder:

89 (1) The Head Warder shall have charge of the whole of the arms ammunition uniform and equipment of every description of the Warder establishment and of the accounts relating thereto subject to periodical supervision and control of the Deputy Jailor and Jailor. He shall supervise the drill and practice in musketry of the men, the attendance of the standing guard, the mounting of sentries, reliefs etc. he shall be responsible for the smartness and cleanliness of the Warders and for their being at all times properly dressed. He shall be exempt from the duties specified above during his absence on weekly off-days.

(2) The Head Warder shall perform the duties of the Gate-Keeper and the Chief Head Warder during their absence on weekly off-days.

(3) Senior First Grade Warders shall perform the duties of the Head Warder during his absence on weekly off-days and when he officiates as Gate-Keeper or Chief Head Warder.

90 (1) Assignment of duty to Warder:- The Superintendent, Jailor or Chief Head Warder shall assign to each Warder a specific duty, such as the charge of a particular ward or set of wards of a particular workshop or set of workshops, or of a particular gang of prisoners inside or outside the Jail.

- (2) The duties of Chief Head Warder, Head Warder, Gate Keeper, and the Warder staff shall be frequently changed, so as to prevent them from forming permanent relations with prisoners.

NOTE:- In this and the following rules, "Warder" includes "First Grade Warder and Second Grade Warder".

91 Summary of duties of Warder:-

It is the duty of all Warders:-

- (a) To see that all convicts sentenced to labour in their charge are steadily at work, and to report to higher authority all cases of idleness, short-work or breaches of Jail Rules; to aid the superior officers in the implementation of rules to see that there is no wastage of material and the task allotted to a prisoner is carried out;
- (b) To prevent all indisciplined and unseemly behaviour and to report the offenders;
- (c) To see that the prisoners keep order in moving about and do not litter about the Jail;
- (d) To see that no prisoner leaves his own enclosure, or communicates in any way with any prisoner in a different enclosure, or with any person outside the Jail;
- (e) To abstain from all familiarities and unnecessary communication with prisoners;
- (f) To see that there is no dirt or litter in any part of the Jail of which they are in charge, and that the drains are kept properly clean;
- (g) To see to the cleanliness of the persons and clothes of the prisoners in their gangs; that the prisoners bathe as often and at such hours as may be ordered; and that the bedding and clothing are well aired according to order;
- (h) To bring at once to the notice of the Jailor any signs of sickness or any prisoner complaining of sickness;
- (i) To prevent any breaking up of the gang of prisoners entrusted to their special charge, except only when necessary; to make over to a convict officer any prisoner desiring to Government to the latrine, and to see that he is not too long away from his work and is not permitted to Government to any place hidden from view whence he may effect his escape;
- (j) To report any case of willful injury to clothing or materials for work or other Government property;
- (k) To prepare the prisoners for morning and evening muster by the Jailor, to report at once to that officer any prisoner who may be absent, to see that each prisoner comes to his proper place in proper order, and behaves well and keeps silent during meals;
- (l) To examine the wards, cells, bedding and clothing directly the prisoners have turned out, and to report at once any prohibited articles found;
- (m) To see that the cooks supply each prisoner with a proper amount of food, and that no food is secreted by the prisoners; to report the cooks whenever they neglect their work;
- (n) To report any defect in locks, bolts, or bars, and any tampering with these articles or keys; to keep all keys entrusted to them on their person, and not to leave them lying about;
- (o) To treat prisoners with humanity and bring their complaints and grievances to the notice of their immediate superior with as little delay as possible;
- (p) To report any plots against the prison authorities for the purpose of escaping, assault or outbreak, or for obtaining forbidden articles and to report every breach of prison rules;
- (q) To keep their uniforms in good order;

- (r) To search all prisoners of their gangs at the time they are made over to them, like-wise before they give over charge of them to any other person, and at such other times during their watch as may be necessary, and to report the discovery of any forbidden articles upon any of the prisoners in their charge or on their beat; and
- (s) To prevent the use of or possession by prisoners of any articles not permitted by rules; to see that prisoners in the prison garden do not steal vegetables or fruit, and that they drink no water except that set a part for their use.

Warder

92 No Warder shall, in any circumstances, leave his post till properly relieved, and his responsibility shall continue till so relieved; provided that he may leave his beat to prevent or to assist in subduing a disturbance taking place within his sight when he is on main wall patrol duty, or, when he is incharge of prisoners, if he can do so without serious risk to the safe custody of those prisoners. If the Warder concerned fails to do all in his power to prevent an escape or to assist in subduing a disturbance taking place within his sight, it rests with him to show that the circumstances were so exceptional as to justify his abstaining from preventing such an escape or refusing to assist in subduing such a disturbance. A Warder relieved by another Warder shall explain to his successor his duties and any special orders that may have been given to him by his superior officers. the relieving officer shall satisfy himself that the property and number of prisoners made over to him is correct.

93 Duty of Warder in charge of work shed:-

Warders in charge of work sheds shall be responsible for all tools and property kept in them, and shall see that these are carefully put away or stored on cessation of labour, and that no ropes, bamboos, ladders, or other things likely to facilitate escape, are left about.

94 Duty to disclose relations with prisoners:-

If any Warder has relations or connections among the prisoners, or has had any pecuniary dealings or close acquaintance with any of them, it is his duty to inform the Superintendent or Jailor of the fact. Any other work entrusted to him by the Superintendent.

Chapter-3

Procedure Followed in Decision-making Process

[Section 4(1) (b) (iii)]

Activity	Description	Decision making process	Designation of final decision making authority
The procedure followed in the decision-making is as prescribed in Prisons Manual.			

ORGANISATIONAL SET-UP

DIRECTOR GENERAL OF PRISONS & CS	
INSPECTOR GENERAL OF PRISONS	
DIG (CAR)	DIG (KR)
Central Prisons (2)	Central Prisons (2)

District Prisons (4)	District Prisons (4)
Special Prison for Women (1)	Open Prison (1)
Special Prisons (5)	Special Prisons (6)
Sub Jails (50)	Sub Jails (37)

Chapter-4

Norms set by department for the discharge of its functions

[Section 4(1) (b) (iv)]

Same as in Chapter - 2

Chapter-5

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Discharging Functions

[Section 4(1)(b)(v)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations/Instructions/Manuals/Records			
1	Besides the common rules for administrative / financial matters as prescribed by GAD/Fin department, the		

	<p>following Acts and Rules are held for official use.</p> <ul style="list-style-type: none"> (i) The Prisons Act, 1894 (ii) The Prisoners Act , 1900 (iii) Transfer of Prisoners Act,1950 (iv) Prisoners (Attendance in Courts) Act, 1955 (v) The Code of Criminal Procedure, 1973 (vi) A few provisions of the Constitution of India (Especially Item No.4 of List – 2 of 7th Schedule and Articles 161 and 720). <p>The Andhra Pradesh Prisons Rules,1979 (framed under the above acts) govern the functioning of the Prisons Department..</p>		---
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Chapter-6

Categories of Documents held by the Public Authority under its Control

[Section 4(1)(b) (vi)]

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (Miscellaneous)		
2.	Government Order (Routine)		

3. Memo.
4. Letter
5. U.O. Note
6. Office Order(Miscellaneous)
7. Office Order (Routine)
8. Endorsement
9. D.O. Letter

Chapter-7

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof

[Section 4(1)(b)(vii)]

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
- NIL -			

Chapter-8

Boards, Councils, Committees and other Bodies

Constituted as part of Public Authority

[Section 4(1)(b) (viii)]

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its meetings accessible for Public
- NIL -			

Chapter-9

Directory of Officers and Employees

[Section 4(1)(b)(ix)]

DIRECTORATE

- 1 **T. Krishna Raju, I.P.S** Off. (O) 040-24528877
Director General of Prisons & Off. (O) 040-24577574
Correctional Services Cell 9494632000
Chanchalguda, Hyderabad-500024 Cell 9491045444
dgprisons@yahoo.com
- 2 **B. Sunil Kumar** Off. 040-24568197
Inspector General of Prisons Resi 040-24577747
% DGP & CS, Cell 9494632002
igpsunilkumar@gmail.com
- 3 **M. Ramesh** 040-24527846
Administrative Officer Off. Ext:24
Cell 9494632007
- 4 **P. Kutumba Rao** 040-24527846
Accounts Officer Off. Ext.
Cell 9494632003
- 5 **T. Ramadasu** 040-24527846
Off. Ext.

Assistant Director of Industries

Cell 9494632006

State Institute of Correctional Administration

- 1 **Dr. Vara Prasad, Principal** Off. 040-24528649
State Institute of Correctional Administration Cell **9494632065**

REGIONAL OFFICE

- 1 **A. Narasimha,** Fax 0883-2476051
Deputy Inspector General of Prisons, Ressi 0883-2428797
Coastal Andhra Range, Cell 9494633000
OPP: Central Prison,
Rajahmundry - 533 105.
- 2 **G. Jayavardhan** (O&F) 08562 249676
Deputy Inspector General of Prisons, Resi 08562 249675
Kadapa Range Cell 9494633638
D.No.2-148-9, 1st Floor,
Flour Mill Street, Maruthi Nagar,
Cuddapah – 516 001.

CENTRAL PRISONS

- 1 **Dr. I. Srinivasa Rao** Offi &
Fax 0891-2736938
Superintendent of Jails, (Gate) 0891-2794306
Central Prison, Sri Krishnapuram (PO) Resi 0891-2794447
Visakhapatnam - 530 040. Cell 9494633035
[e-mail: apprisonscp@rediffmail.com](mailto:apprisonscp@rediffmail.com)
- 2 **K. Newton,** Offi. 0883-2471970
Superintendent of Jails, Gate 0883-2471990
Central Prison & Semi Open Prison, Resi 0883-2471961
Rajahmundry – 533 103. Cell 9494633005
[e-mail :apprisonscp.rjy@rediffmail.com](mailto:apprisonscp.rjy@rediffmail.com) [Fax](tel:0883-2428582) 0883-2428582
- 3 Offi &
I.Srinivasa Rao. Fax 08562 249550
Superintendent of Jails , Resi 08562 249590
Central Prison, **Kadapa** –516 002. Cell 9494633643
[e-mail: apprisonscp_kdp@rediffmail.com](mailto:apprisonscp_kdp@rediffmail.com)
- 4 **M.R. Ravi Kiran** Offi &
Superintendent of Jails(FAC), Fax 0861 2313867
Central Prison, **Nellore**- 524 003. Gate 0861 2331639
[e-mail: apprisonscp_nlr@rediffmail.com](mailto:apprisonscp_nlr@rediffmail.com) Resi 0861 2305354
Cell 9494633857

WOMEN JAILS

1 **Smt. R. Sarada,**

(O) 0883-2471453

Superintendent of Jails,

(C) 9494633035

Special Prison for Women,

Central Prison Premises, **Rajahmundry** - 533 103.

Prisoners Agricultural Colony

1 **S. Lakshmiathi,**

Off & Fax 08554 257322

Superintendent

Resi 08554 257211

P.A.C., Anantapur- 515 701.

Cell 9494633500

[e-mail: apprisonspac_atp@rediffmail.com](mailto:apprisonspac_atp@rediffmail.com)

DISTRICT JAILS

1 **C.Eswaraiah,**

(O & F) 0866-2571762

Superintendent,

Gate 0866-2574236

District Jail, Vijayawada -520 003.

Resi 0866-5518990

[e-mail: apprisons-djv@sancharnet.in](mailto:apprisons-djv@sancharnet.in)

Cell 9494632699

- 2 P.G. Sai Ram Prakash,** (O & F) 0863-2232547
Superintendent, Resi 0863-2236287
District Jail, Guntur – 522 002. Cell 9494632811
[e-mail: apprisonsdj-qtr31@rediffmail.com](mailto:apprisonsdj-qtr31@rediffmail.com)
- 3 M. Farroq Ali Khan,** Fax 08554 257323
Superintendent, District Jail, Resi 08554 272997
Anantapur – 515 701. Cell 9494633516
[e-mail: apprisonsdj_atp@rediffmail.com](mailto:apprisonsdj_atp@rediffmail.com)
- 4 D. Rami Reddy Dappili,** Offi 08592-280419
Superintendent Cell 9494633930
District Jail, Ongole
- 5 Nawab Siva Kumar Goud** Offi. 08942-279083
Superintendent Fax 9494633326
District Jail, Srikakulam
- 6 D. Subrahmanyam** (O) 08572 242844
Superintendent (FAC), (C) 9494633757
District Jail, Chittoor
- 7 D. Raghavendra Rao,** (O) 08812-244633
Superintendent, (C) 9494632925
District-Jail, OPP: Junior College, **Eluru** – 534 001.

8 **N. Raju,** (O) 08518 247227
Superintendent (FAC) (C) 9494633400
District Jail, Kurnool

DISTRICT SUB JAILS OFFICES

1 **P.V.G. Ram Prasad**

District Sub Jails Officer (O&F) 08942-223444
MRO Office Compound, Cell 9494633326
Srikakulam - 532001

[e-mail: apprisonsdsjo-sklm@rediffmail.com](mailto:apprisonsdsjo-sklm@rediffmail.com)

2 **S. Kishore Kumar**

District Sub Jails Officer (O&F) 08922-222021
Cell 9494632699
Dr.No.8-19-80, Plot No.11,
Gopal Nagar, Near SBI Staff Quarter No.39,

Vizianagaram - 535 003.

[e-mail: apprisonsdsjo-vznrm@rediffmail.com](mailto:apprisonsdsjo-vznrm@rediffmail.com)

3 **R. Appa Rao**

District Sub-Jails Officer (FAC), (O&F) 0891-2563976
Cell 9494633172
Central Jail Premises
Ramakrishnapuram
Visakhapatnam - 530 040

[e-mail: apprisonsdsjo-vsp@rediffmail.com](mailto:apprisonsdsjo-vsp@rediffmail.com)

- 4 K. Chinna Rao,** (O&F) 0883-2426812
District Sub Jails Officer Cell 9494633050
Behind : MRO Office, Innespeta,
Rajahmundry – 533 101. (EG Dt)
[e-mail: apprisonsdsjo-rjy@rediffmail.com](mailto:apprisonsdsjo-rjy@rediffmail.com)
- 5 P.V.V. Satyanarayana** (O&F) 08812-252564
District Sub-Jails Officer, Cell 9494632923
Upstairs of District Jail,
Opp. Govt Junior college,
Kotadibba,
Eluru – 534 001. (W.G. Dt.)
[e-mail: apprisonsdsjo-elru@rediffmail.com](mailto:apprisonsdsjo-elru@rediffmail.com)
- 6 Sk. Nabhi Khan,** (O&F) 0866-2578988
District Sub-Jails Officer, Cell 9494632719
A.M. Complex, 3rd Floor, Governorpeta
Vijayawada (Krishna) - 520 002.
[e-mail: apprisonsdsjo.vja@rediffmail.com](mailto:apprisonsdsjo.vja@rediffmail.com)
- 7 B. Lakshminarasaiah,** (O&F) 0863-2354271
District Sub-Jails Officer, Cell 9494632831
5-87-9, Main Road,
Laxmipuram, Guntur - 522 007.
[e-mail: apprisonsdsjo-gtr@rediffmail.com](mailto:apprisonsdsjo-gtr@rediffmail.com)

- 8 T. Bhaskara Rao,** (O&F) 08562 249690
District Sub-Jails Officer,
Central Jail Kadapa Premises, Ramanjaneyapuram **Cell** 9494633673
Kadapa - 516 002.
e-mail: apprisonsdsjo_kdp@rediffmail.com
- 9 N.Raju,** (O&F) 08518 230783
District Sub-Jails Officer, Cell 9494633398
10-3 A, Krishna Nagar, Kurnool.518 002.
[e-mail: apprisonsdsjo_krn@rediffmail.com](mailto:apprisonsdsjo_krn@rediffmail.com)
- 10 G. Sudarshan Rao,** (O&F) 08554 221378
District Sub-Jails Officer,
Behind R.D.O., Office, **Cell** 9494633536
Old Sub Jail Buildings, Anantapur - 515 001.
[e-mail: apprisonsdsjo_atp@rediffmail.com](mailto:apprisonsdsjo_atp@rediffmail.com)
- 11 D. Subrahmanyam** (O&F) 08572 236900
District Sub-Jails Officer, Cell 9494633755
Mittur
Chittoor -517001
[e-mail: apprisonsdsjo_ctr@rediffmail.com](mailto:apprisonsdsjo_ctr@rediffmail.com)

- 12 **S. Raja Rao,** (O&F) 0861 2330819
District Sub-Jails Officer, Cell 9494633887
C/o. Central prison Premises,
Near CAM High School, Moolapet,
[Nellore - 524004](#)
[e-mail: apprisonsdsjo_nlr@rediffmail.com](mailto:apprisonsdsjo_nlr@rediffmail.com)
- 13 **M. Rama Gopal.** (O) 08592 280070
District Sub Jails Officer
District Jail premises, Opp. S.B.I., Santhapeta, (C) 9494633950
Ongole- 523001.
[e-mail: apprisonsdsjo_ongole@rediffmail.com](mailto:apprisonsdsjo_ongole@rediffmail.com)

SPECIAL SUB JAILS

- 1 **D. Kasi Viswanadham,** (O) 08647-227844
Superintendent (Jailor), (C) 9494632863
Special Sub-Jail, **Narasaraopet – 522 601.**
- 2 **M.C. Sessaiah,** (O) 08552 252133
Superintendent, (Jailor) 9494633548
Special Sub Jail, **Gooty – 515 401.**
- 3 **A.B. Kantharaj,** (O) 08571 220899
Superintendent (Jailor), 9494633787
Special Sub Jail, Madanapally

D.No.2-34-2, Colony Road,
Madanapally.

- 4 Shaik Aslam,** (O) **08624 221818**
Superintendent (Jailor) (C) 9494633896
Special Sub Jail, **Gudur- 524 121.**
- 5 M. Venugopal Reddy,** (O) 0877 2260012
Superintendent (Jailor), (C) 9494633767
Special Sub Jail, Tirupathi
Near Court Compound, **Tirupathi- 517 501.**
- 6 R. Veerendra Prasad,** (O) 08514 222811
Superintendent (Dy.Jailor) (C) 9494633460
Special Sub Jail, **Nandyal- 518 501.**
- 7 V. Durga Rao,** (O) 08672-230333
Superintendent, (C) 9494632771
Special Sub-Jail, **Machilipatnam - 521 001.**
- 8 G. Ratnam,** (O) 08512 253368
Superintendent (Dy.Jailor) (C) 9494633420
Special Sub Jail, **Adoni- 518 301.**
- 9 P.S. Ramachandra Rao,** (O) 0884-2377056

Superintendent, (C) 9494633052
Special Sub-Jail, **Kakinada** – 533 001.

10 B. Appa Rao (O) 08649-24863
Superintendent, (C) 9494632903
Special Sub-Jail, **Gurazala**– 522 415.

11 P. Venkateswara Swamy, (O) 08816-236333
Superintendent, (C) 9494632975
Special Sub-Jail, **Bhimavaram** - 534 201.

SUB-JAILS

SRIKAKULAM DISTRICT

1 Superintendent (O) 08942-276395
Sub-Jail, (C) 9494633348
Near : Court premises,
Narasannapeta- 532 421.

2 Superintendent (O) 08641-220396
Sub-Jail, (C) 9494633338
Near : Court Premises, **Palakonda** - 532 440.

3 Superintendent (O) 08946-255838

Sub-Jail, (C) 9494633358
Near : Court premises, Pathapatnam - 532 213.

4 Superintendent (C) 9494633388
Sub-Jail (TC)
Ichapuram - 532 312

5 Superintendent (TC) (O) 08947-233977
Sub-Jail, Sompet - 532 284. (C) 9494633378

6 Superintendent (TC) (O) 08945-245345
Sub-Jail, Tekkali – 532 201. (C) 9494633368

VIZIANAGARAM DISTRICT

7 Superintendent, (O) 9558952-229381
Sub-Jail, (R) 958952-551286
Vizianagaram – 531 202. (C) 9494633266

8 Superintendent,
Sub-Jail, (C) 9494633276
Srungavarapukota – 535 145.

9 Superintendent, (O) 958963-220003
Sub-Jail, (C) 9494633286

Parvathipuram – 535 501.

- 10** Superintendent, (O) 958944-254907
Sub-Jail, (C) 9494633296

Bobbili – 535 558.

- 11** Superintendent, (O) 958964-251938
Sub-Jail, (C) 9494633306

Salur – 532 591.

- 12** Superintendent, (O) 958952-283733
Sub-Jail, (C) 9494633316

Cheepurupalli – 535 128.

VISAKHAPATNAM DISTRICT

- 13** Superintendent, (O) 08924-226175
Sub-Jail, (C) 9494633204

Anakapalli - 531 101.

- 14** Superintendent, (O) 08933-229651
Sub-Jail, (C) 9494633254

Bheemunipatnam – 531 163.

- 15** Superintendent, (O) 08934-246772

Sub-Jail, (C) 9494633234
Chodavaram – 531 036.

16 Superintendent, (O) 08937-238033
Sub-Jail, (C) 9494633244
Chintapalli - 531 111.

17 Superintendent, (O) 08931-231904
Sub-Jail, (C) 9494633234
Elamanchili – 531 055.

18 Superintendent, (O) 08932-286553
Sub-Jail, (C) 9494633214
Narsipatnam – 531 116

EAST GODAVARI DISTRICT

19 Superintendent, (O) 0883-2426812
Sub-Jail, (C) 9494633162
Rajahmundry - 533 101.

20 Superintendent, (O) 08856-236006
Sub-Jail, (C) 9494633112
Amalapuram – 533 201.

- 21** Superintendent, (O) 08857-244633
Sub-Jail, (C) 9494633082
Ramachandrapuram – 533 255.
- 22** Superintendent, (O) 08852-243818
Sub-Jail, (C) 9494633062
Peddapuram - 533 437.
- 23** Superintendent, (O) 08869-250892
Sub-Jail, (C) 9494633092
Pitapuram – 533 450.
- 24** Superintendent, (O) 08868-246633
Sub-Jail, (C) 9494633142
Prathipadu – 533 432.
- 25** Superintendent, (O) 08855-244900
Sub-Jail, (C) 9494633122
Kothapeta – 533 223.
- 26** Superintendent, (O) 08854-252883
Sub-Jail, (C) 9494633072
Tuni - 533 401.
- 27** Superintendent, (O) 08862-220905

Sub-Jail, (C) 9494633102
Razole - 533 242.

28 Superintendent, (C) 9494633152
Sub-Jail,
Mummidivaram – 533 216.

29 Superintendent, (O) 08855-244990
Sub-Jail, (C) 94946333132
Alamuru - 533 233.

WEST GODAVARI DISTRICT

30 Superintendent, (O) 08818-226643
Sub-Jail, (C) 9494632935
Tadepalligudem – 534 101.

31 Superintendent, (O) 08814-277298
Sub-Jail, (C) 9494632945
Narsapuram - 534 275.

32 Superintendent, (O) 08813-234080
Sub-Jail, (C) 9494632955
Kovvur - 534 350.

33 Superintendent, (O) 08819-228066
Sub-Jail, (C) 9494632965
Tanuku – 534 211.

34 Superintendent, (O) 08823-223513
Sub-Jail, (C) 9494632985
Chintalapudi – 534 460.

35 Superintendent,
Sub-Jail, (C) 9494632995
Polavaram – 534 315.

KRISHNA DISTRICT

36 Superintendent, (O) 08676-253585
Sub-Jail, (C) 9494632741
Gannavaram - 521 101.

37 Superintendent, (O) 08678-277419
Sub-Jail, (C) 9494632721
Nandigama - 521 185.

38 Superintendent, (O) 08673-251461
Sub-Jail, (C) 9494632791
Tiruvuru - 521 235.

- 39** Superintendent, (O) 08654-224041
Sub-Jail, (C) 9494632801
Jaggaihpeta - 521 175.
- 40** Superintendent, (O) 08656-234187
Sub-Jail, (C) 9494632731
Nuzvid - 521 201.
- 41** Superintendent, (O) 08674-247153
Sub-Jail, (C) 9494632761
Gudivada – 521 301.
- 42** Superintendent, (O) 958677-223565
Sub-Jail, (C) 9494632751
Kaikaluru - 521 333.
- 43** Superintendent, (O) 08671-272800
Sub-Jail, (C) 9494632781
Avanigadda - 521 121

GUNTUR DISTRICT

- 44** Superintendent, (O) 08644-220147
Sub-Jail, (C) 9494632833

Tenali – 522 201.

- 45** Superintendent, (O) 08643-225950
Sub-Jail, (C) 9494632843

Bapatla – 522 101.

- 46** Superintendent, (O) 08645-233507
Sub-Jail, (C) 9494632853

Mangalagiri – 522 503.

- 47** Superintendent, (O) 08646-272957
Sub-Jail, (C) 9494632873

Vinukonda – 522 647.

- 48** Superintendent, (O) 08648-223770
Sub-Jail, (C) 9494632883

Repalle – 522 265.

- 49** Superintendent, (O) 08641-234047
Sub-Jail, (C) 9494632893

Sattenapalli – 522 403.

- 50** Superintendent, (O) 08643-244713
Sub-Jail, (C) 9494632913

Ponnur – 522 124.

KADAPA DISTRICT

- 51 Superintendent, (O) 08563 274778
Sub-Jail, (C) 9494633715
Kamalapuram- 516 289.
- 52 Superintendent, (O) 08565 241333
Sub-Jail, (C) 9494633705
Rajampet- 516 115.
- 53 Superintendent, (O) 08560 271599
Sub-Jail, (C) 9494633685
Jammalamadugu- 516 434.
- 54 Superintendent, (O) 08564 243822
Sub-Jail, (C) 9494633675
Proddatur- 516 360.
- 55 Superintendent, (O) 08568 226074
Sub-Jail, (C) 9494633695
Pulivendula- 516 390.
- 56 Superintendent, (O) 08569 284505
Sub-Jail, **Badvel- 516227.** (C) 9494633735

57 Superintendent, (O) 08561 256561
Sub-Jail, (C) 9494633745
Rayachoty- 516 269.

KURNOOL DISTRICT

58 Superintendent, (O) 08519 222099
Sub-Jail, (C) 9494633410
Allagadda- 518 543.

59 Superintendent, (O) 08513 281733
Sub-Jail, (C) 9494633470
Nandikotkur- 518 401.

60 Superintendent, (O) 08516 222435
Sub-Jail, (C) 9494633440
Dhone- 518 222.

61 Superintendent, (O) 08520 226933
Sub-Jail, (C) 9494633480
Pathikonda- 518 580.

62 Superintendent, (O) 08515 228877
Sub-Jail, (C) 9494633490
Banaganapalli

ANANTAPUR DISTRICT

- 63 Superintendent, (O) 08559 221840
Sub-Jail, 9494633538
Dharmavaram – 515 671.
- 64 Superintendent, (O) 08556 223677
Sub-Jail, 9494633558
Hindupur – 515 201.
- 65 Superintendent, (O) 08494 220033
Sub-Jail, 9494633568
Kadiri – 515 591.
- 66 Superintendent, (O) 08497 221233
Sub-Jail, 9494633578
Kalyandurg – 515 761.
- 67 Superintendent, (O) 08555 220969
Sub-Jail, 9494633608
Penukonda – 515 110
- 68 Superintendent, (O) 08558 223333
Sub-Jail, 9494633618

Tadpatri – 515 411.

69 Superintendent, (O) 08496 257111
Sub-Jail, 9494633628

Uravakonda- 515 812.

CHITTOOR DISTRICT

70 Superintendent, (O) 08579 253212
Sub-Jail, 9494633777

Palamaner – 517 408.

71 Superintendent, (O) 08586 272805
Sub-Jail, (C) 9494633837

Valmikipuram – 517 299.

72 Superintendent, (O) 08584 241708
Sub-Jail, 9494633797

Piler Nehru Bazar Street, Piler- 517 214.

73 Superintendent, (O) 08577 223133
Sub-Jail, (C) 9494633817

Puttur, Revenue Compound, Puttur – 517 583.

74 Superintendent, (O) 08578 220529

Sub-Jail, (C) 9494633807
Srikalahasthi- 517 644.

75 Superintendent, (O) 08576 227544
Sub-Jail, (C) **9494633827**

76 Superintendent, (C) 9494633852
Sub-Jail,

NELLORE DISTRICT

77 Superintendent, (O) 08626 250226
Sub-Jail, (C) 9494633889
Kavali- 524 201.

78 Superintendent, (C) 9494633906
Sub-Jail,

79 Superintendent, (O) 08627 220699
Sub-Jail, (C) 9494633916
Atmakur (NF)

80 Superintendent, (C) 9494633923
Sub-Jail,

PRAKASAM DISTRICT

- 81 Superintendent, (O) 08407 253551
Sub-Jail, 9494633952
5- 972, Mahaboob street,
Behind Praja Vydyasala,
Darsi, Prakasam District- 523247.
- 82 Superintendent, (O) 08595 223033
Sub-Jail, (C) 9494633962
Markapur
- 83 Superintendent, (C) 9494633969
Sub-Jail,
- 84 Superintendent, (C) 9494633976
Sub-Jail,
- 85 Superintendent, (C) 9494633995
Sub-Jail,
- 86 Superintendent, (C) 9494633983
Sub-Jail,
- 87 Superintendent, Sub-Jail, (C) 9494633990

Chapter-10

The Monthly remuneration received by the Officers & Employees

[Section 4(1)(b) (x)]

Sl. No.	Designation	No of Posts	Monthly Remuneration including its Composition (Basic Pay) as per unrevised Pay Scales	System of Compensation to determine Remuneration as given in regulation
Gazetted				
1	Director General of Prisons and Correctional Services	1	60160	
2	I.G. of Prisons	1	34590	
3	Deputy Inspector General of Prisons	4	108000	
4	Superintendent of Jails/Principal, State Institute of Correctional Administration, Hyderabad.	10	204000	
5	Dy. Superintendent of Jails/	8	131600	
	Dist. Sub Jail Officers	22	361900	
	Vice Principal, State Institute of Correctional Administration, Hyderabad	1	18025	
	Superintendent, Borstal School	1	16450	
	Superintendents, Dist Jails	11	224400	
	Superintendents, Special Prisons for Women.	2	32900	

6	P.A. to I.G. of Prisons	1	14600	
	P.A. to Superintendent of Jails	7	118475	
7	Jailors (Male)	41	520700	
	Chief Drill Instructor	1	13390	
	Chief Law Instructor	1	12070	
	Welfare Officers (Jailors)	13	207675	
	Case Workers	1	9265	
	Jailors (Women)	2	24730	
	Welfare Officers (Women)	2	19550	

Non-Gazetted				
8	Dy. Jailors	51	427635	
	Superintendents, Sub Jails.	145	2773125	
	Asst. Law Instructors	2	15140	
	Asst. Chief Drill Instructors	1	9285	
	Asst. Superintendents	1	8650	
	Asst. Matrons	2	14770	
9	Chief Head Warders	27	300375	
	Asst. Drill Instructors	3	39090	
	Armour	1	12385	
10	Head Warders (Male)	503	3038120	
	Asst. Armour	1	9775	
	Head Warders (Female)	12	123420	
11	Warders (Male)	1577	11937890	
	Buglers	2	13010	
	Warders (Female)	45	439875	

Educational

12	Head Master	1	13030	
13	Teachers	11	83270	
14	Physical Education Teachers	1	7770	

Industries

15	Manager	1	10030	
16	Instructors	37	361675	
17	Asst. Chemist	1	9285	
18	Polishers	2	9190	
19	Women Craft Instructor	1	6505	
20	Dy Foremen	2	12700	
21	Senior Composer	2	19040	
22	Junior Composer	1	7970	
23	Asst. Mechanic	2	4825	
24	Machine Man	3	27855	
25	Binder	1	4825	
26	Machine Minder	1	4480	

Other Technical Staff

27	Fitters	2	13350	
28	Fitter cum Tractor Driver	1	6675	
29	Tractor Driver	1	5605	
30	Engine Driver/Oil Engine Driver	3	14475	
31	Electrician	4	20800	
32	Electrician-cum-Mechanic	1	5200	
33	Wireman	4	24160	
34	Wireman cum Mechanic	1	5605	

Ministerial Staff

35	Office Superintendents	27	394200	
36	Senior Assistants	65	618800	
37	Junior Assistants	166	1002640	
38	Typists	20	151400	
39	Jr.Asst. cum Typist	26	173550	
40	Typist cum Junior Asst.,	1	6505	
41	Spl. Category Steno	1	8600	
42	Senior Steno	7	46725	
43	Jr.Steno	2	17200	

General Sub Services

44	Roneo Operator	1	5750	
45	Record Asst.,	27	257040	
46	Cashier / Shroff	3	29325	
47	Drivers (HV)	9	85680	
48	Drivers (LV)	20	96500	
49	Motor Cycle Orderly	2	9900	

Last Grade Service

50	Attenders	29	162545	
51	Cycle Orderly	5	43000	
52	Barbers	26	192010	
53	Sweepers	19	130055	
54	Mali	6	47820	
55	Cook	2	8960	
56	Watchman	8	35840	
57	Scavenger/ Thoti	44	368940	
58	Bandy Man	1	6040	

59	Peon Warder	12	95640	
60	Sweeper cum Scavenger	9	66465	
61	Water Carrier	5	25375	

Deputation Posts to be filled from other Departments				
62	Dy. Civil Surgeon	4	60100	
63	Civil Asst. Surgeon	21	345450	
64	Pharmacist Gr.II	25	199250	
65	Clinical Psychologist	5	65150	
66	Male Nursing Orderly	19	140315	
67	Female Nursing Orderly	1	7570	
68	Ward Boys	3	13440	
69	Staff Nurse	3	25155	
70	Pathologist	5	84625	
71	Lab Technician	4	32680	
72	Lab Assistant / Attendant	5	26000	
Agricultural				
73	Agricultural Officer	2	19040	
74	Agricultural Assistant.	1	7970	
Veterinary				
75	Veterinary Asst. Surgeon	1	12700	
76	Live Stock Assistant	1	12700	
Industries				
77	Assistant Director (Industries)	1	13750	
Statistics				
78	Assistant Director (Statistics)	1	14600	

Treasuries & Accounts

79	Accounts Officer	1	18025	
80	Asst. Accounts Officer	1	14600	
81	Jr. Accts. Officers	4	44800	
82	Senior Accountant	8	78200	
83	Junior Accountant	1	8385	
84	Typists	2	13350	
85	Shroff	1	7570	
86	Attenders	3	22155	
Total		3248	27260330	

Chapter -11

Budget Allocated to Each Agency including Plans etc. during 2009-10

[Section 4(1)(b) (xi)]

Agency	Plan/Programme/Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
Plan : -				
Non Plan: 113,39,56,000				
Total: 113,39,56,000				

Agency	Plan/Programme/Scheme/Project/ Activity/Purpose for which budget is allocated	Amount released: Last year	Amount spent last year	Budget allocated current year	Budget released current year
- Nil -					

Chapter -12

Manner of Execution of Subsidy Programmes

[Section 4 (1)(b)(xii)]

Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
--Nil --			

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
--Nil --			

Chapter -13

Particulars of Recipients of Concessions, Permit or Authorization Granted by the Public Authority

[Section 4 (1)(b)(xiii)]

Institutional Beneficiaries

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Individual Beneficiaries

Name of programme/scheme				
Sl.No.	Name & Address of recipient beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & Designation of

				granting authority
-Nil -				

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Chapter -14

Information Available in Electronic Form

[Section 4(1)(b) (xiv)]

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom ?)
A.P. On line facility is available for Home Dept.	The Departmental information is available in the following website:- www.aponline.gov.in		IT & C Dept.

Chapter -15

Particulars of Facilities available to Citizens for Obtaining

Information

[Section 4(1)(b) (xv)]

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	In a each and every administrative unit	Latest information including information relating to Citizens Charter
News Paper Reports	--	--
Public Announcements	--	--
Information Counter	--	--
Publications	Prisons Manual, 1979	--
Office Library	There is no separate Library facility	
Websites	apprisons.gov.in	--
Other Facilities (name)	--	--

Chapter -16

Names, Designations and other Particulars of Public

Information Officers

[Section 4(1)(b)(xvi)]

ENCLOSED SEPERATELY IN EXCELL FORMAT

Chapter -17

Other Useful Information

[Section 4(1)(b) (xvii)]

Such other Information as may be prescribed and thereafter update these publications every year

- NIL -

Director General of Prisons and
Correctional Services