

## Contents of the Manuals

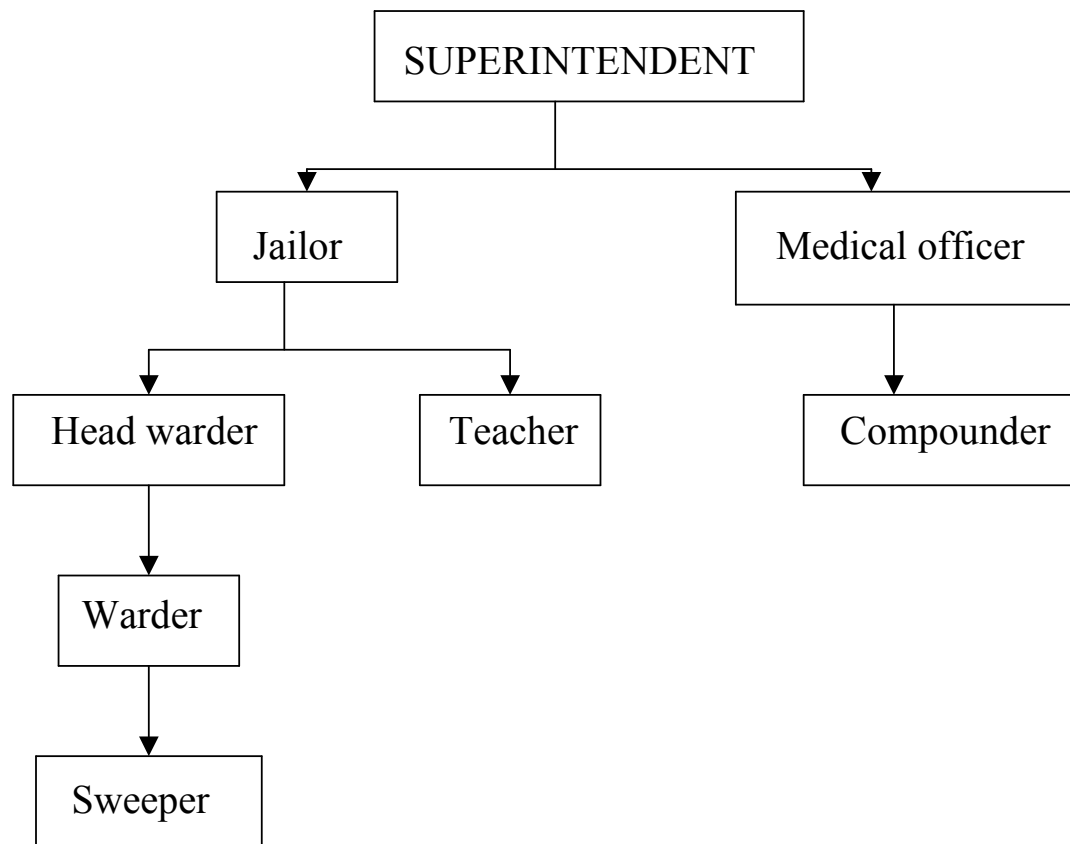
### 1. **A. Organizational Setup**

#### **B. Functions and Duties of the office**

2. Power and duties of the officers
3. Decision making process, supervision and accountability
4. Norms set to discharge the functions( Time, Quality, Quantity)
5. Acts, Rules, Regulations, Manuals, Instruction, Circulars related with the functioning of the office
6. List of Documents held under the control of the office
7. Structure of the consultative committees
  - A. Name of the committees, their composition, role and functions
  - B. Proceeding, Minutes of the Meeting
8. Information about the board, councils, committee and other bodies
9. Directory of the officers and employees
10. Monthly remuneration and compensation
11. Budgetary allocation and expenditure statements
12. Programme and beneficiaries
13. Recipients and concession
14. Electronically available information
15. Facilities regarding information available
16. Detail of the PIOs
17. Any other information

# ORGANIZATION SET - UP

OFFICE OF THE SUPERINTENDENT SUB JAIL SEHORE



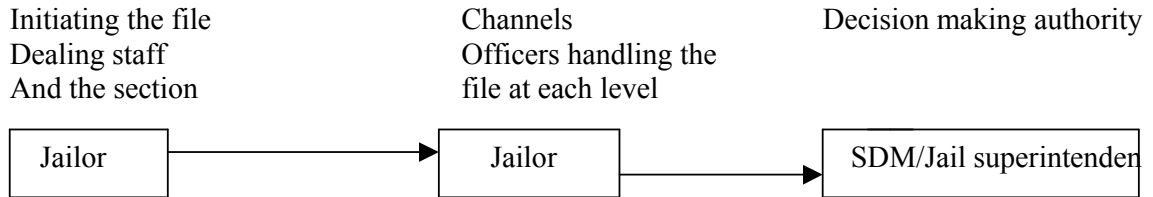
1.B Functions and duties of each unit of the Office ( 1 to 2 page )

S.No.	Unit/Section	Functions performed
1	Administrative Section	Security and mantanece prisoners
2	Account	Salory of staff contingency and other payment
3	Stores	Ration godown and prisoners clothing
4	Record Room	Jail office record
5	Others (warrant section)	Admission , court peshi, and release of prisoners

Work distribution order of each officer can be updated and put in  
The following format. U/S 4.1 (b) (ii)

S.No.	Name	Designation	Remuneration	Duties
1	Shri dinesh shriwastava	SDM/superintendent	-	Head of office
2	Dr.v.k. modi	Jail Dr.(part time)	Rs.75/- Per month	Check and tretment of prisoners
3	Shri k.p.aharwar	Jailor	5000-8000	All administrative work and security of prison and prisoners
4				
5				

3- **Decision Making process in graphic form ( one page)**  
**U/S 4.1 (b) (iii)**



Supervisory Authority

Officer to Whom accountable

- 4- A) Time norm, if decided by the organization. U/S 4.1 (b) (iv)  
B) Quality Norms, if decided by the organization.  
C) Quantity target, for the office work to be done in the year .

All work have done in time limit as per jail manual

Supervisory Authority

Officer to whom accountable

Jail superintendent

5- List of Acts, Rules, Regulations Manuals, Circulars related with the functioning of office constituting the organisation. (Original text to be given in electronic form) U/S 4.1 (b)(v)

#### Acts

- 1 The probation of offender act 1958
- 2.The Prisoners attendance in courts act 1955
- 6 The M..P. Prisoners release on probation act 1955

#### Rules

1. M.P civil sorriest classification control and app rules 1996
2. MP Civil sorriest conduct rules 1965

#### Regulation

Isseaw by the M.P.Govt.Time to Time.

#### Manuals

JAIL manual

#### Circulars

Departmental circulars

6- Statement of various categories of documents held by it or under its control U/S 4.1(b)(VI)

S.N.	Name of Document	Kind of Document like microfilm, Register, Books, Diskette etc.	Nature and Content of Document	Duration of Records
1.	Convict admission register	Register	Warrant	31.01.2005
2.	Convict releas diary	Register	Warrant	01.03.2000
6	Under trail admission register	Register	Warrant	01.05.2005
4	Under trial release diary	Register	Warrant	10.04.2004
5	Convict Remission register	Register	Warrant	22.12.1997
6	Court Peshi register	Register	Warrant	18.10.2004
7	Civil prisoner admission register	Register	Warrant	12.04.2005
8	Legal Aid register of prisoners	Register	Warrant	27.01.2005
9	Interveiw register	Register	Warrant	01.01.2005
10	Cash book	Register	Account	21.02.2004
11	Prisoner Cash Book	Register	Account	21.06.2005
12	Continjant	Register	Account	04.07.2004
13	Bill register	Register	Account	24.05.1999
14	Pay bill register	Register	Account	01.04.2004
15	All advance Register	Register	Account	01.04.2000
16	D.P.F register	Resgister	Account	01.04.1996
17	Prisoners wages register	Register	Account	01.06.2000
18	Provision register 1	Register	Maintanace	01.04.2005
19	Provision register 2	Register	Maintanace	01.04.2005
20	Prisoners diet register	Register	Maintanace	01.01.2002
21	Proceding register	Register	maintanace	01.01.2002
22	Madical register	Register	Maintanace	01.06.2000
23	Vag. register	Register	Maintanace	01.10.2003
24	Milk Register	Register	Maintanace	01.06.2000
25	News paper Register	Register	Maintanace	01.07.1997
26	Stationary Register	Register	Maintanace	14.03.2000
27	Uniform Register	Register	Maintanace	19.08.2000
28	Superintendent order book	Register	Maintanace	05.12.2003
29	Citizen chartar	Register	Maintanace	01.05.2000
30	Jaior report book	Register	Maintanace	01.03.2005
31	Arms and ammunatoin	Register	Maintanace	01.11.2002
32	Visitor book	Register	Maintanace	01.04.2005
33	Hospital register	Register	Maintanace	01.04.2005
34	Gate mallregister	Register	Maintanace	16.07.2005
35	gate admi register	register	maintanace	

7- I. Structure of the consultative committees in which public representatives are members including

- ❖ Name of the committee Non official visitors
- ❖ Copy of the Orders/ Circulars for formation As per jail manual
- ❖ Functions -
- ❖ Members Two
- ❖ Duties and responsibilities To give suggestions for well maintenance of the prison and prisoners

Accessibility of minutes for public U/s 4.1 (b) (vii)

II Proceedings, Minutes of the Meeting ( Copy to made available and be given in the electronic form with hypertext link)

-----

8- I - Name of the Board, Councils, committees etc. including member and their qualification. ( Original text to be given in the electronic form )U/s 4.1 (b) (viii)

S.No.	Name of the Body	Name of the members	Qualifications
-	-	-	-
-	-	-	-
-	-	-	-

II - Order of the formation

( Original text to be given in the electronic form and to be hypertext linked)

-----

III - Charter / Memorandum of Articles of Association.

( Original text to be given in the electronic form and to be hypertext linkIV - Govt. instruction for the way in which meeting will be conducted .( Original text to be given in the electronic form and to be hypertext linkV - Availability of the proceedings / minutes omeetings ( Original text to be given chronologically in the electronic form and to be hypertext linked)

-----



9. Directory of the officers and employees ( to be linked with treasury data bank) U/S 4.1 (b) (ix)

S.No.	Name	Designation	Address & contact No., if any
1.	shri Dinesh shrivastva	Jail suprintendent	
2.	Shri Dr. V.K. Modi	paet time dr.	
6.	Shri K.P.Aharwar	Jailor	Jail campus sehore
4	Shri vijaykant shukla	Teacher	
5	Shri vijay kumar makhe	Head warder	Jail campus sehore
6.	Shri rajendra kumar keer	Head warder	Jail campus sehore
7.	Shri gopalram yadav	warder	Jail campus sehore
8	Shri ramjeet prasad	warder	Jail campus sehore
9	Shri vajid ali	warder	Jail campus sehore
10	Shri abdul haq	warder	Jail campus sehore
11	Shri hafeez mohammad khan	warder	Jail campus sehore
12	Shri rafi q ullah	warder	Jail campus sehore
13	Shri dileep verma	warder	Jail campus sehore
14	Shri shambhulal	warder	Jail campus sehore
15	Shri ramvilas	warder	Jail campus sehore
16	Shri rajiv dandotia	extra tem. warder	Jail campus sehore
17	Shri vikramsingh	compounder	
18	Shri dinesh sarasawal	sweeper	Jail campus sehore

10. Monthly remuneration and compensation ( to be linked with treasury Data Bank) U/ S 4.1 (b) (x)

S.No.	Name	Remuneration	compensation
1.	shri Dinesh shrivastva		
2.	Shri Dr. V.K. Modi	75/-	
6.	Shri K.P.Aharwar	5000-8000	
4	Shri vijaykant shukla	3500-5200	
5	Shri vijay kumar makhe	3500-5200	
6.	Shri rajendra kumar keer	3500-5200	
7.	Shri gopalram yadav	3500-5200	
6	Shri ramjeet prasad	3500-5200	
9	Shri vajid ali	3050-4590	
10	Shri abdul haq	3050-4590	
11	Shri hafeez mohammad khan	3050-4590	
12	Shri rafi q ullah	3050-4590	
13	Shri dileep verma	3050-4590	
14	Shri shambhulal	3050-4590	
15	Shri ramvilas	3050-4590	
16	Shri rajiv dandotia	3050/-	
17	Shri vikram singh	50/-	
18	Shri dinesh sarasawal	2550-3200	

11. Annual Budget allocation and Expenditure statements ( to be linked with treasury Data Bank) U/ S 4.1 (b) (xi)

S No	Budget head	Name of work	year 2005-06	Allocation	Expenditure
1	11	salaries and allowances	1050000=00		578599=00
2	21	Travel allowances	5000=00		-
3	22	Office EXP.	125000=00		97445=00
4.	31	Conservancy services	58000=00		29678=00
5	34	Cost of ration/food	611000=00		426787=00
6	37		1000=00		-
7	51	Other EXP	63000=00		25485=00

12. Programme and beneficiaries U/ S 4.1 (b) (xii)

- A. List of the programme ( in electronic form)
- B. Norms for selection of the beneficiary ( Original text of the circular to be given in electronic form)
- C. Detailed Information

S No	Name of the Programme	Administrative Department	Year	Amt. Allocated	No. of beneficiaries
-	-	-	-	-	-

13. List of the recipients and nature of the concession U/S 4.1 (b) (xiii)

S No	Nature of concession	Name	Address	Year	Kind of support	Approximate value of Concession
-	-	-	-	-	-	-

14. Information available in the office ( Linked with Item 6)  
U/S 4.1 (b) (xiv)

S No	Categories	Hard Copy	Electronic Form
-	-	-	-

15. Facility available ( Library, public counter etc) to citizen  
for information U/S 4.1 (b) (xv)

S No	Facility	Name of In charge	Duration of opening ( time to be given)	Contact No. Telephone No.
1	Information related to jail	Jailor	9AM to 2PM	07562 226480

16. Information about the PIO / Designation / Working  
experiences U/S 4.1 (b) (xvi)

Name - Shri K.P. Aharvar

Designation - Jailor

Tel. No. - 07562-226480

e mail address

Place of Work and address - Office of the superintendent sub jail sehere

contact hours for public - 9AM To 2PM And 5PM To 6PM

17. Any other information in Citizen related facilities U/S 4.1 (b)  
(xvii)