

Manual Published under Section 4 (i) (b) of the Right to Information Act, 2005

PUBLIC AUTHORITY: DEPARTMENT OF PRISONS & CORRECTIONAL SERVICES

CHAPTER I

Introduction

This manual seeks to highlight the function and activities of the Department of Prisons & Correctional Services and to promote transparency and accountability in the working of the Department. The objective of the manual is also to provide the public with easy access to general information relating to the functioning of the Department. The Public Authority has already notified the Public Information Officer / Assistant Public Information Officer as at Chapter XVII of this manual. Additional information, if required on the Public Authority, will be made available by the Public Information Officer on application in accordance with the rules framed in this regard under the Right to Information Act, 2005, as amended.

An attempt has been made to provide full coverage of the functioning of the Department. However, there is always room for improvement and suggestions in this regard are welcome. Any interested person may send their suggestion(s) to the Assistant Public Information Officer/ Public Information officer for examination by the Department. It is expected that this manual will be of use to all the information seekers.

CHAPTER II

Section 4(1)(b)(i) of the Right To Information Act, 2005

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

Brief history: Prisons play a pivotal role in the criminal justice system. Though prisons primarily serve as detention centers for under trial prisoners and those convicted for various crimes, prisons are also for caring them as human beings and their transformation into self-reliant and law abiding citizens after their release. With this idea, the Home (Jails) Department was established right at the time of attainment of the statehood of Meghalaya in the year 1972 for the administration of prisons in the State. The nomenclature of the Public Authority was later changed to the Department of Prisons & Correctional Services.

At present, there are 5 (five) District Prisons & Correctional Homes in the State at Shillong, Jowai, Tura, Williamnagar and Nongpoh. Further, 1 (one) District Prison & Correctional Home is under construction at Nongstoin and proposal for construction of 2 (two) District Prisons & Correctional Homes at Khliehriat and Ampati is under consideration.

Vision: To create, maintain and upgrade prisons for serving as detention centres for prisoners besides caring prisoners as human beings for their transformation into self-reliant and law abiding citizens after their release.

Mission:

- To provide for the safe and secure detention of the prisoners committed to prison custody.
- To provide for the reformation and rehabilitation of prisoners.
- To provide for basic minimum facilities to prisoners consistent with the principles of human dignity.

Objectives:

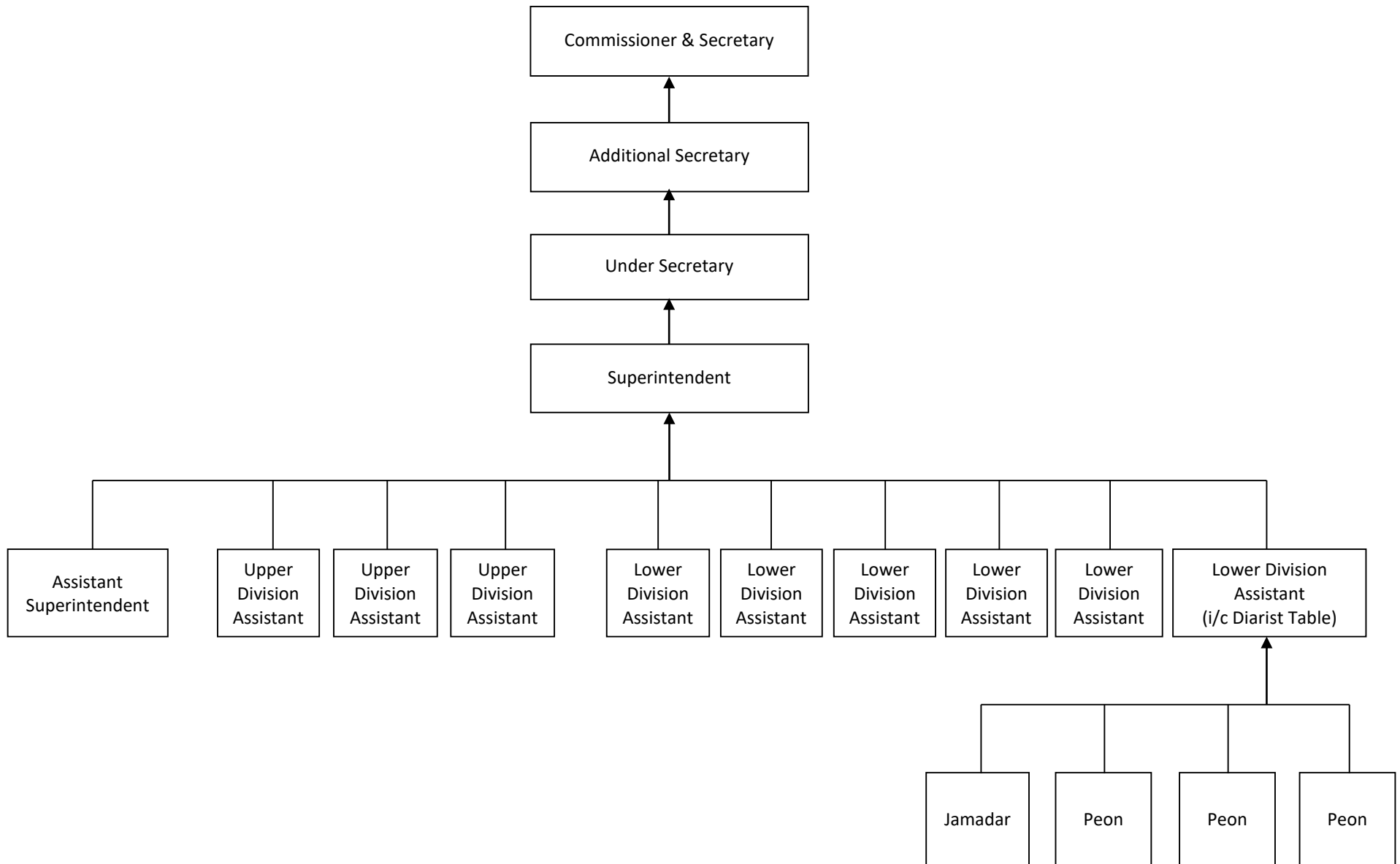
- To incorporate modernization and expansion in prisons infrastructure so as to continuously improve on the safe and secure detention of prisoners.
- To implement activities including but not limited to vocational, spiritual, educational and skilling for reform of prisoners.
- To provide food, clothing, shelter, toilets, medical facilities, etc. as per norms for maintenance of human dignity.
- To provide counselling to prisoners through Counsellors for reform of prisoners.
- To enable prisoners of legal aid through the District Legal Services Authorities.

Duties of the Public Authority: The duties of the Administrative Department of Prisons & Correctional Services is to formulate policies and programmes and in this connection co-ordinate, supervise and monitor their implementation towards realization of the stated objectives. A breakdown of the major subjects dealt by the Administrative Department is as follows:-

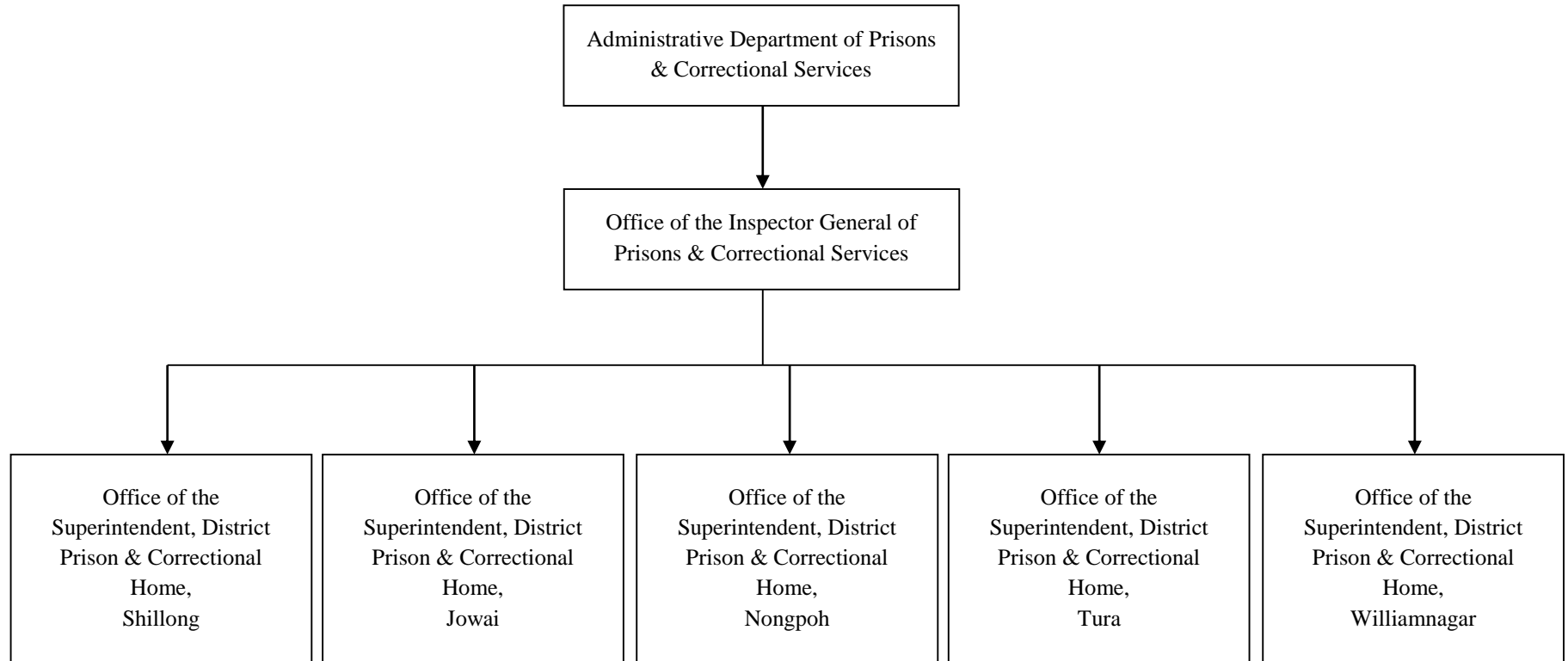
1. Service Rules, Prison Acts, Rules and Manuals.
2. Construction, repair, up-gradation of prisons.
3. Video conferencing facilities in the prisons.
4. International/National Guidelines/Conventions relating to Prisons & Correctional Homes.
5. Scheme for financial assistance to poor prisoners and the constitution of all Committees under this Scheme.
6. Ex-gratia payment, Victim Compensation Scheme, Compensation for custodial deaths.
7. Prison Breaks, Hunger Strikes by prisoners, Disturbances, Epidemics, etc.
8. Sentence Review Committee.
9. Custodial deaths of prisoners.
10. Parole, Furlough, Remission to prisoners.
11. Cases before the Supreme Court, High Court and the District Courts.
12. Medical treatment of prisoners.
13. Detention of foreign nationals in prisons.
14. Legal aid to prisoners through MSLSA, DLSAs.
15. NCRB Reports.
16. MHRC/ NHRC and all matters relating thereto.

17. Disaster Management/ Emergency Management in prisons including the preparation of Disaster Management Plans and Contingency Plans to meet emergencies, Conduct of Mock Drills.
18. Matters relating to Under Trial Review Committees, Board of Visitors for the Prisons & Correctional Homes, Prison Development Board.
19. Public Grievance Redressal.
20. Grant of Special Diet and supply of food and miscellaneous articles to all the District prisons.
21. Transfer of prisoners.
22. Inspection of prisons.
23. Visits to prisons by persons other than members of the Board of Visitors, Prison Development Board.
24. RTI applications.
25. Lok Sabha/Rajya Sabha/Meghalaya Legislative Assembly Questions.
26. Establishment matters of employees under its administrative control.

Organizational Hierarchy of Officials in the Administrative Department



Organizational Structure of Offices



CHAPTER III

Section 4(1)(b)(ii) of the Right To Information Act, 2005

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Commissioner & Secretary: He/She is the Head of the Administrative Department and important policy decisions are framed for the approval of the Minister-in-charge of the Department including monitoring and supervision thereof.

Additional Secretary: He/She assists the Commissioner & Secretary/Secretary i/c Department of Prisons & Correctional Services in the discharge of his/her functions.

Financial Adviser: He/She gives financial advice to the Department on all matters relating to financial matters such as sanction of schemes, entitlement of staff, issues relating to interpretation of the Financial Rules.

Under Secretary: The Under Secretary is in charge of one of more branches. He is responsible for efficient functioning of the branch under him. The Under Secretary exercises his control with regard to the disposal of business and maintenance of discipline. The Under Secretary disposes cases under the delegated areas at his own level, but he takes the order of the higher officer on important cases.

Superintendent: He is overall in-charge of the Department and is responsible for training, helping and advising the staff, discipline, timely action on receipts, issuance of drafts, efficient and expeditious disposal of work, etc. The Superintendent disposes the work of the Department with the help of Assistant Superintendent and staff posted in the Department (Assistant Superintendent, UDA and LDA).

Dealing Assistant:

1. A Dealing Assistant's responsibility is to examine promptly all receipts handed over to him and deal with the receipts accordingly to their priority, check the enclosures and if any enclosure is found short or missing, take action for obtaining the missing papers, to forward receipts or extracts from the receipts to other concerned branches, to make entries in relevant column of the log book of the Assistants.

2. A Dealing Assistant has to put up a case after examination to the Superintendent on the date required and where no date is mentioned, not later than seven (7) days of its receipt.

CHAPTER IV

Section 4(1)(b)(iii) of the Right To Information Act, 2005

PROCEDURE FOLLOWED IN DECISION-MAKING

The Department of Prisons & Correctional Services follows the procedure indicated in the Rules of Executive Business and the Meghalaya Secretariat Manual of Office Procedure for decision making. The Superintendent proposes action with the help of staff (Assistant Superintendent, UDA and LDA) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Superintendent normally submits the file to the Under Secretary who in turn submits the file to the higher authorities for orders.

CHAPTER V

Section 4(1)(b)(iv) of the Right To Information Act, 2005

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Department of Prisons & Correctional Services follows the norms set in the Meghalaya Secretariat Manual of Office Procedure, the Rules of Executive Business and the Meghalaya Services (Conduct) Rules for the discharge of its functions.

CHAPTER VI

Section 4(1)(b)(v) of the Right To Information Act, 2005

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

The following Rules prescribed by the Government are used by its employees for discharging the functions:-

1. Delegation of Financial Power Rules.
 2. Meghalaya Financial Rules.
 3. Fundamental Rules and Subsidiary Rules.
 4. Travelling Allowances Rules.
 5. Treasury Rules.
 6. Meghalaya Medical Attendance Rules.
 7. General Provident Fund Rules.
 8. Meghalaya Secretariat Manual of Office Procedures.
 9. Meghalaya Civil Services (Conduct) Rules.
 10. Meghalaya Civil Services (Pension) Rules.
 11. Handbook of General Circulars.
 12. Rules of Executive Business.
 13. Meghalaya Discipline and Appeal Rules.
 14. Meghalaya Prisons Manual.
 15. Meghalaya Prisons & Correctional Service Rules
- The Meghalaya Prison Manual provides for security, care, and correctional measures for the Under Trial Prisoners/Convicts who have been lodged in the District Jails of the State. The power and functions of the Inspector General, Deputy Inspector General and Assistant Inspector General of Prisons & Correctional Services and the Superintendent of the District Prisons & Correctional Homes are also laid down in the Prisons Manual.

CHAPTER VII

Section 4(1)(b)(vi) of the Right To Information Act, 2005

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The Department also has the following reports or documents under its control:-

1. Files relating to the Department.
2. Annual Confidential Reports & Dossiers of the Officers and Staff of the Department.

CHAPTER VIII

Section 4(1)(b)(vii) of the Right To Information Act, 2005

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

The Board of Visitors for each District Prison & Correctional Home provides valuable inputs to the Department for improvements in prisons.

The Under Trial Prisoner (UTP) Review Committee is also appointed in every District to review the cases of UTPs, with the help of Meghalaya State Legal Services Authority (MSLSA).

CHAPTER IX

Section 4(1)(b)(viii) of the Right To Information Act, 2005

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

The Department does not have any Board or Council. However there are a number of Committees which have been set up for smooth functioning of the Department as given below:

1. Departmental Committee for recommendation/sanctioning of Plan Schemes.
2. Departmental Promotion Committee for recommendation of promotion to higher posts in the Department according to the Service Rules.
3. Departmental Purchase Boards for the purchase of materials required by the Department.
4. Tender Advisory Committee.
5. Board of Visitors in the District Prisons & Correctional Homes.
6. Under Trial Prisoner (UTP) Review Committee in each District.
7. Sentence Review Committee for remission of sentence of prisoners.

CHAPTER X

Section 4(1)(b)(ix) of the Right To Information Act, 2005

DIRECTORY OF OFFICERS AND EMPLOYEES

Sl No.	NAME	DESIGNATION	STD CODE	PHONE NO.	ADDRESS
1	Shri R. Rapphap, I.A.S.	Commissioner & Secretary	0364	2222148	Addl. Sectt. Bldg. Rm No.216
2	Smti. A. Nikhla, I.A.S.	Additional Secretary	-	-	Addl. Sectt. Bldg. Rm No.102
3	Shri S. Pradhan	Under Secretary	0364	2212308	Main Sectt. Bldg. Rm No. 110
4	Smti. A. Nongkynrih	Superintendent	0364	2212332	-do-
5	Smti. R. Thangkhiew	Asst. Superintendent	-do-	-do-	-do-
6	Smti. W. Diamai	U.D.A.	-do-	-do-	-do-
7	Shri T. G. Momin	U.D.A.	-do-	-do-	-do-
8	Shri P. Das	U.D.A.	-do-	-do-	-do-
9	Shri B. Pyngrope	L.D.A.	-do-	-do-	-do-
10	Smti. T.Nongrum	L.D.A.	-do-	-do-	-do-
11	Km. G. Nongbri	L.D.A.	-do-	-do-	-do-
12	Km. A. A. Sangma	L.D.A.	-do-	-do-	-do-
13	Dr. R. Passah	L.D.A.	-do-	-do-	-do-
14	Smti. W. Challam	L.D.A.	-do-	-do-	-do-
15	Smti. B. Kharnadu	Jamadar	-do-	-do-	-do-
16	Smti. P. Sangma	Peon	-do-	-do-	-do-
17	Shri B. Kharbuli	Peon	-do-	-do-	-do-
18	Smti. S. Khongshei	Peon	-do-	-do-	-do-

CHAPTER XI

Section 4(1)(b)(x) of the Right To Information Act, 2005

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

Sl No.	NAME	DESIGNATION	Pay level
1	Shri R. Rapphap, I.A.S.	Commissioner & Secretary	Borne on the IAS Cadre
2	Smti. A. Nikhla, I.A.S.	Additional Secretary	Borne on the IAS Cadre
3	Shri S. Pradhan	Under Secretary	L - 18
4	Smti. A. Nongkynrih	Superintendent	L -16
5	Smti. R. Thangkhiew	Asst.Superintendent	L - 13
6	Smti. W. Diamai	U.D.A.	L – 11
7	Shri T. G. Momin	U.D.A.	L – 11
8	Shri P. Das	U.D.A.	L - 11
9	Shri B. Pyngrope	L.D.A.	L - 8
10	Smti. T.Nongrum	L.D.A.	L - 8
11	Km. G. Nongbri	L.D.A.	L - 8
12	Km. A. A. Sangma	L.D.A.	L - 8
13	Dr. R. Passah	L.D.A.	L - 8
14	Smti. W. Challam	L.D.A.	L - 8
15	Smti. B. Kharnadu	Jamadar	L - 2
16	Smti. P. Sangma	Peon	L - 1
17	Shri B. Kharbuli	Peon	L - 1
18	Smti. S. Khongshei	Peon	L - 1

CHAPTER XII

Section 4(1)(b)(xi) of the Right To Information Act, 2005

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY (2024-2025), INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

The Budget for the Department of Prisons & Correctional Services is under Grant No. 17 and can be seen from the portal of the Finance (Budget) Department, Government of Meghalaya at the URL https://megfinance.gov.in/state_budget.html.

CHAPTER XIII

Section 4(1)(b)(xii) of the Right To Information Act, 2005

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

The Department of Prisons & Correctional Services does not implement any scheme or programme where subsidy is involved.

CHAPTER XIV

Section 4(1)(b)(xiii) of the Right To Information Act, 2005

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

No concessions, permits etc. are granted by the Department.

CHAPTER XV

Section 4(1)(b)(xiv) of the Right To Information Act, 2005

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Presently there is no information available in electronic form except for the Budget and this Manual. However, an attempt is being made to include more information in the Meghalaya State portal, the State RTI portal and the Department's portal for the information of the general public.

CHAPTER XVI

Section 4(1)(b)(xv) of the Right To Information Act, 2005

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

The Department is easily accessible to the public. The public can meet any of the Officers and staff and seek any information. All the employees have been directed to provide assistance to the public seeking information. The Office is open to visitors on obtaining of entry passes on all working days during office hours.

CHAPTER XVII

Section 4(1)(b)(xvi) of the Right To Information Act, 2005

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Public Authority	Appellate Authority	Public Information Officer	Assistant Public Information Officer
Department of Prisons & Correctional Services Room No. 110, Meghalaya (Civil) Secretariat (Main Building)	Shri R. Rapthap, I.A.S., Commissioner & Secretary Room No. 216, Meghalaya (Civil) Secretariat (Additional Building) Phone number : 0364-2222148 Email id: r_rapthap@yahoo.com	Shri S. Pradhan, Under Secretary Room No. 110, Meghalaya (Civil) Secretariat (Main Building) Phone number : 0364-2212308 Email Id: sarad.pradhan11@meghalaya.gov.in	Smti. A. Nongkynrih, Superintendent Room No. 110, Meghalaya (Civil) Secretariat (Main Building) Phone number : 0364-2212332 Email Id: mica.nongkynrih@meghalaya.gov.in

CHAPTER XVIII

Section 4(1)(b)(xvii) of the Right To Information Act, 2005

OTHER USEFUL INFORMATION

Anyone who is interested in seeking information from the Public Authority can submit an application in plain paper along with fees as may be prescribed by the rules made in this regard, to the Assistant Public Information Office notified in each Sub-Division. In case of any problem encountered, an appeal could be filed with the Appellate Authority. The second appeal lies with the State Commission. The Public Information Officer and the Assistant Public Information Officer have already been trained regarding the implementation of the Right to Information Act, 2005.