40. (a) The main gates shall not be opened during the day except at such times and for such special purposes as may be laid down by the Superintendent, and during the night only in case of emergency.

(b) On ordinary occasions, and for ordinary purposes, ingress or egress of all persons having business in the Prison shall take place through the wicket door, and one gate shall never be unlocked until the other is securely shut. In the work of opening and shutting the gates the gatekeeper may be assisted by the Convict Officer.

41. He shall be most careful to prevent the embezzlement of Prison property or the admission of any prohibited articles such as tobacco, opium, razors, knives, nails, money letters or any improper articles whatever. The admission of drugs, medical or surgical appliances will not also be permitted without the written authority of the Medical Officer. He shall allow no factory articles, raw materials, stores, tools, etc. to pass through the gate without an order in writing from the Prison official responsible for these articles.

42. To enable the gatekeeper to enforce these regulations, he is authorized to search all persons passing in or out of the Prison except those whose names are included in the list of visitors with which he is furnished or some other persons as may exempted by the Superintendent’s order. The higher officers of the Prison including
the Superintendent, Medical Officer, Jailors, Senior Jail Guards (of the rank of Head Guard medical subordinates, Clerks, compounders and Technical staff, shall ordinarily be exempt from search. The searching of all persons, including prisoners, must be carried out with due respect for decency and with as much consideration as possible.

43. If the gate keeper has any reason to believe that any Prison Officer exempt from search is introducing or removing articles which ought not to be taken into or out of the Prison he may detain him between the gates, and shall give immediate notice to the Jailor, who will himself make the search. An exempted Prison Officer whom the Jailor considers it necessary to search shall at once allow himself to be searched by the Jailor.

44. He shall keep in his own handwriting Register No. 11 Gate Register a continuous diary of all that happens at his post and shall enter therein the names of every persons entering or leaving the Prison, the total number and the register numbers of every gang of prisoners passing in and out with the name of the Officer in charge, as complete and accurate a list as practicable of the articles taken in and out, and in each case the hour of entry or exit. This register shall be placed weekly before the Superintendent for his initials.
45. He shall carefully file all passes for articles sent out of, or brought into, the Prison, as well as any passes for admission presented by visitors.

46. He shall keep in his charge the spare lanterns and torches for any emergency, and shall hand over the same to the Jail Guard on duty at the gate at night. A lamp shall invariably be kept burning through out the night at the main gate. In the passage between the main gates shall be kept the following articles:

1. Clock.
2. A general key box with a lock fixed to the wall.
3. A special glass fronted box containing the keys of the female enclosure.
4. A standing desk for the gate keeper's books and writing materials.
5. A stool for the gate keeper.
6. One iron chain.
7. A board on which details of the population of the Jail is written each morning.
8. List of visitors and other persons as may be exempted from search.

47. A bell be rung as the signal for opening and closing the Prison, distribution of meals, etc. The details of the daily routine, shall be carried out systematically, the prisoners being always moved about together by word of command. Parties when halted shall ordinarily be required to sit
down, and when being moved shall receive the orders «rise» and «march». At the first order the party will rise, and at the second move off steadily in twos. Prisoners shall on no account be allowed to wander about the yards unattended, at any time.

48. Previous to the opening of the barracks the convict Officers shall awake all the prisoners, and make them shake out; and fold up, their blankets and sleeping mats neatly, and shall keep them in readiness to march out of the barracks in file.

49. As soon as the barracks and cells are unlocked, each prisoner shall take his bedding outside, place it in the space allotted for it. It shall then be spread out, except on rainy days, in the open for some hours, after which it shall be taken and placed on the proper berth by the convict Officer in charge of the block or other Officer as the Superintendent may direct. If the weather prevents the beddings being placed in the open, they should be kept separately and not piled up in a corner in the barracks. Beddings shall be occasionally examined to see if they are properly aired.

50. Directly the barracks and cells are vacated, the night vessels shall be removed and the sweepers shall then thoroughly sweep and clean every part, all cobwebs, dust and dirt of every description being carefully removed from the roofing, corners and elsewhere. The yards shall also be
swept. Earthen floors shall be rubbed with a mixture of clay and water and stone or wooden floors shall be washed at least once a week.

51. As the prisoners leave the barracks they shall be counted, formed up, and any prisoner complaining of illness shall be kept apart to be sent before the Medical Officer. This over, they shall be marched to the latrine and when they have been given an opportunity of resorting to it, they shall be marched to the bathing platform and shall be required to wash their hands, faces and feet.

52. Every prisoner shall be required to clean his teeth regularly each morning. For this purpose he shall be provided every week with a tooth stick of Neem, Babul or other suitable wood 6" long, or in each yard shall be placed a vessel containing powder charcoal and salt in the proportion of 4 to 1 to be used as a tooth powder. The charcoal will usually be available from the cook house. Any prisoner wishing to do so may be allowed to purchase a tooth brush and tooth powder from his private cash.

53. As the latrine and washing parade which should not take more than an hour, is completed, the early morning meal shall be distributed. The prisoners will then be divided into gangs, each gang being placed in charge of the jail guard and Convict Officer. Care shall be taken that the number of the prisoners in each gang and the name of the Officer in charge are recorded
in a book, so that there shall be no difficulty in proving to whose custody every prisoner in Prison was made over.

54. The gang will then be marched to their works, the prisoners being ranked in twos required to keep in order. The distribution of labour will be made by the Jailor in accordance with any rules laid down by the Superintendent. The Jailor shall see that no prisoner is put to or kept on work for which he is declared unfit.

55. After the morning meal is finished, the prisoners shall be marched to the latrine, given an opportunity of using it, and the gangs shall then be reformed and marched back to their work which shall be continued till 4 p.m. In the height of the hot weather a mid-day rest may be allowed, care being taken that prisoners in good health labour not less than eight hours per day or until such time as they complete the task allotted to them. Arrangements shall be made for each prisoner to bathe daily in the hot weather, and in the cold and rains as often as the Medical Officer may direct. The convict Officer shall see that each prisoner does bathe, unless excused by the Medical Officer.

56. If it becomes necessary to open a barrack or cell during the night, as for instance, in the case of a prisoner requiring medical attention, the Officer in charge of the keys shall break the seal, open the key box and take possession of the necessary keys, returning them to the key
box when no longer required and shall before being relieved report in the Jailo’s Report Book the necessity for opening the key box. Care should be taken when removing a prisoner from a barrack at night that the other prisoners do not make a rush. To prevent this, barrack doors should be provided with an iron chain which will allow of the door opening just enough to allow one person to pass at a time.

57. If it is necessary to let the cooks out before the general body of convicts, they shall for the preceding night be locked up together in a barrack, the key of which shall be returned to the senior Prison Officer on night duty, who may unlock the barrack at the prescribed hour.

58. As a general rule, prisoners who work together shall as far as practicable sleep together so as to facilitated the formation of gangs, prevent inter-communication among prisoners etc. Prisoners concerned in the same case shall not as a rule be confined in the same barrack or employed in the same gang. All long-term prisoners however should be frequently changed from barrack to barrack or cell to cell, as the case may be to frustrate combined or individual attempts at escape.

59. No officer below the rank of jailor may order the transfer of a prisoner from one barrack or cell to another.

60. The prisoners shall sleep on the raised berths provided, or where berths are not provided
in the space marked off, and no prisoner shall be allow to leave his berth or allotted place without first obtaining leave from the convict Officer on duty.

61. A light shall be kept burning in every sleeping barrack throughout the night. The light shall be so placed as to be inaccessible to the prisoners and the convict Officers on duty shall immediately report to the sepoy on duty of the light goes out at any time during the night. It shall be the duty of the convict Officer to prevent all noise and to maintain order in all respect reporting any breaches of prison rules.

62. In the case of Class I prisoners a lamp will be provided for use till 10.00 p.m. or an electric light where such is available.

Where association barracks only are available one or two general lights will be provided for the common use of the prisoners in such barracks. These lighths will be fixtures.

63. In each barrack a night latrine shall be provided which shall be screened off, for the sake of decency. As prisoners are afforded sufficient opportunity of reporting to the day latrines, the use of the night latrines except as urinals should be discouraged and the convict officer shall report any prisoner who makes a practice of using them for other purposes. Similarly the vessels provided in cells should be used only for urination.
64. A receptacle for urine, one-forth filled with water, shall be placed near each work shed or other place of labour. If in the course of the day any prisoner visits the latrine at other than the appointed hours from idleness or as an excuse for communicating with other prisoner, he may be punished.

65. No prisoner shall leave his work or his line to make any representation to the Superintendent or Jailor who shall, at least once during the day, visit all the prisoners and give them the opportunity of making representations and complaints on any urgent matter, such as appealing, assault for illtreatment. Any prisoner wishing to appeal or making such a complaint shall be brought by the Jailor before the Superintendent.

66. Every prisoner shall wash his clothing at least once a week and his lungoti daily at such times as the Superintendent may direct. This shall usually be done during the forenoon of Sunday. If necessary the Superintendent may detail prisoners for purpose of washing any special portion of Prison clothing and the private clothing of prisoners.

67. Under section 42 of the Prisons Act of 1894 the introduction or removal or the attempt to introduction or removal into or out of any Prison and the supply or attempt to supply to any prisoner outside the limits of a Prison, except in accordance with rule and with the authority of the Inspector General, the Superintendent,
Jailor, the Medical Officer or in the absence of the latter, the Subordinate Medical Service Officers, of any of the articles herein below specified are prohibited, that is to say:

(1) Alcohol and Spirits of every description.
(2) Bhang.
(3) Betel.
(4) Bank notes.
(5) Bamboos, ladders, clubs, sticks and any implements capable of being used to assist in the escape of a prisoner or as implements for causing hurt.
(6) Books.
(7) Clothing.
(8) Drugs of every description.
(9) Food, fruits, sweets, condiments.
(10) Anything whatever, for eating and drinking.
(11) Firearms, explosive materials, weapons knives and cutting implements of every kind.
(12) Ganja.
(13) Gold, silver, copper or any metal in any form.
(14) Letters and writing materials of every description.
(15) Matches and materials for producing fire.
(16) Money.
(17) Opium.
(18) Papers.
(19) Playing cards or other implements for gambling.
(20) Postage stamps.
(21) Rope, string or anything capable of being used to facilitate escape.
(22) Snuff.
(23) Tobacco and appliances for smoking it and any other article whatsoever not specially permitted by the Prison rules.

68. (a) All Muslim prisoners, convicted or underrtrial should be allowed to keep «Roza» during the month of Ramzan. Prisoners not in good health should not be allowed to keep «Roza» unless with the permission of the Medical Officer.

(b) Every prisoner should be allowed to perform his devotions in a quiet and orderly manner during meal-hours, the mid-days rest, and after being locked up for the night, and until opening out in the morning; shouting out or praying in loud tones should not be permitted, either in the day time or at night.

(c) No gathering together of any class of prisoners for the purpose of performing devotions is permitted in the barracks.

(d) Prisoners, while keeping the fast should be permitted to receive the whole of their daily rations at the evening meal, and to retain the whole, or any portion thereof in their barracks
or cells, for consumption during the night or following morning.

The rations for Muslims who are fasting should be cooked as late in the afternoon as possible so that the food may not be unduly stale when consumed.

(e) No relaxation of the ordinary rules for work will be allowed to prisoners who are keeping Roza or fast.

(f) Muslim prisoners in cells may have an extra pot in which to hold the water for washing before prayers.

69. The keys of the Prison shall, when not in use, be kept in box affixed to the wall between the main gates, the key of the treasure chest shall at all times be in possession of the Superintendent unless otherwise ordered by the Inspector General, and that of the safe containing the prisoners jewellery etc. in the keeping of the Jailor. After the prisoners are counted and the Prison is locked in the evening, all keys except those of the treasure chest, the jewellery safe, the key box and the keys for the wickets of the outer and inner gates, shall be collected and counted by the Jailor. They shall then be locked in the key box. The key of the box together with the keys of the wickets of the inner and outer gates shall be entrusted to the senior officer on night duty. In the event of any key being lost or mislaid, the lock to which such key belongs shall be immediately withdrawn from
use. Repairs to keys shall either be carried out in the Prison Factory, under the immediate supervision of a senior official, or in the bazar.

70. (i) The keys of the female enclosure shall be kept in a separate glass fronted box next to the general key box.

(ii) The key of this box shall be kept either by the Jailor or Senior Matron according to local circumstances.

(iii) In case of serious emergency such as fire or attempt to suicide in the female enclosure the Senior Jail Guard on duty in the Jail at the time shall break the glass, take out the keys and proceed to the Female Section after having sent massages summoning the Jailor, Matron and Subordinate Medical Service Officer.

(iv) If the alarm from the Female Section should merely be complaint of illness or similar occurrences where a short delay would not matter the Senior Jail Guard shall send for the Matron or Jailor.

(v) Where necessary a bell or gong, within easy reach at night; must be provided in the Female Section so that attention may be attracted in case of emergency.

(vi) Some means of rapid communication must be provided between the main gate and the Matron’s or Jailor’s Quarters either by a messenger or by an electric bell or similar contrivance. In some cases it might also be desirable to
have electric bell communication between the Female enclosure and the main gate.

71. The following acts are forbidden, and every prisoner who wilfully commits any of the following acts shall be deemed to have wilfully disobeyed the regulations of the Prison, and to have committed a Prison offence within the meaning of Section 45 of the said Act:

(1) talking when ordered by an Officer of the Prison to desist and singing, loud laughter and loud talking at any time.

(2) quarrelling with any other prisoner.

(3) secreting any article whatever.

(4) showing this respect to any Jail Officer or Visitor.

(5) making groundless complaints.

(6) answering untruthfully any question put by an Officer of the Prison or Visitor.

(7) holding any communication (in writing, by word of mouth, or otherwise) with an outsider, with a prisoner of the opposite sex, civil or undertrial prisoner or a prisoner of a different class in disobedience of the regulations of the Prison.

(8) abetting the commission of any Prison offence.

(9) omitting to assist in the maintenance of discipline by reporting any Prison
offence or to give assistance to an Officer of the Prison when called on to do so.

(10) doing any act or using any language calculated to wound or offend the feelings and prejudices of a fellow prisoner.

(11) doing any act calculated to create any unnecessary alarm in the mind of the prisoners or Officers of the Prison.

(12) leaving without permission of an Officer of the Prison the gang to which he is attached or the part of the prison in which he is confirmed.

(13) leaving without permission of an Officer of the Prison, the building, the yard, the place in file the seat or the berth assigned to him.

(14) loitering about the yards, or lingering in the barrack when these are open.

(15) omitting or refusing to march in file when moving about the Prison.

(16) visiting the latrines or bathing platforms except at stated hours or without permission of an Officer or the Prison or resorting unnecessarily to the night latrine or omitting or refusing to employ dry earth in the manner directed by the Prison regulations.

(17) refusing to eat food or the food prescribed by the Prison diet scale.
72. The total number of convict Officers should be kept as low as possible. The percentage of convict overseers must not exceed 6 per cent, and the percentage of night watchmen must not exceed 5 per cent, of the Prison population. The maximum permissible total number of convict Officers is therefore 11 per cent of the population and ought in most prisons to be considerably less. Any excess requires the special sanction of the Inspector General.

73. Every convict Officer shall be liable for misbehaviour to reduction to convict, or any intermediate grade, any convict Officer so reduced shall not be eligible for promotion again except in accordance with Rules.

74. If a convict Officer is reduced for the offence for insolence or insubordination, accompanied by violence, he shall not again be eligible for the post of convict Officer, during the current term of his imprisonment. If a convict Officers escapes, or assists on connives in the escape of other prisoners, he shall be permanently reduced in addition to any other punishment.

75. Convict Officers shall not be required to have their heads shaved and beards clipped. Cleanliness in these matters must, however, be maintained and shall be exempt from wearing fetters and ankle rings. The body tickets of convict overseers shall not be exposed to view but shall be encased in a small pocket provided on the left breast piece of the coat.
76. No convict Officer shall have independent charge of any file, gang, or other body of prisoners, nor shall he have independent power to issue orders to prisoners, but there shall always be a paid Officer in superior charge under whose control and orders the convict Officer shall work.

Provided that within the main walls of the Jails reliable convict Officer may temporarily be entrusted with charge, of a gang employed on fatigue duty or of a convalescent gang or a small gang of mehtars or water carriers or compound sweepers.

77. No convict officer of the casual class shall ordinarily be placed in charge of habituals. This prohibition does not, however, apply to a casual convict officer of some status and education who has been sentenced to imprisonment for a crime against the person committed in passion and who but for this lapse is respectable member of society and is unlikely to be contaminated by evil association.

78. The duties of convict night watchman, in addition to his daily allotted labour and tasks during the day, shall be to—

(a) patrol the inside of wards and assist and maintaining discipline and order at night.

(b) prevent prisoners leaving their barths except with permission and for a necessary purpose.
(c) count prisoners frequently, satisfy himself that all are present and answer challenging patrols.

(d) prevent, as far as lies in his powers, any breach of Jail rules by any prisoner in his charge and report the same.

(e) report cases of sickness and the use of latrines otherwise than at the times specified for that purpose.

(f) assist in quelling any disturbance and in cases of necessity, defend any official.

(g) assist the jail guard in discharge of their duties.

(h) at all times to do everything in his power to prevent escape and to bring immediately to the notice of the Prison authorities any plot to escape or any projected emeute by other prisoners which may come to his knowledge.

(i) he may also if required be employed to act as gate keeper or a workshed or barrack yard during the day time. The number of night watchman employed on supervision or guarding duty during the day must, however, be as small as possible.

79. The duties of convict overseers shall be to—

(a) perform all or any of the duties of a convict night watchman which he may at any time be called upon to perform.
(b) supervise the labour of the prisoners and maintain order and discipline among them.

(c) look after factory tools and appliances.

(d) see that bathing and other parades are properly carried out to see that prisoners keep themselves, their clothing, pots and plates, and fetters clean.

(e) escort prisoner about the prison when so required.

80. No food, save with the permission of the Superintendent of Jailor is to be taken away from the spot where the food parade is held by any of the prisoners to eat elsewhere. Any food and scraps which may not be consumed should be collected and divided amongst prisoners who will eat it. If not eate, it may be given to the Prison cattle or thrown away.

81. Convict Officers shall eat apart from ordinary prisoners.

82. If any prisoner complains of the apparent smallness or lightness of the rations served out to him, the Jailor should at once ascertain by weighing the same in the presence of the prisoner if the complaint be correct or not and every precaution should be taken to prevent fraud on the part of the cooks or parties employed in the provisions godowns. Scales should be at hand for weighing the rations complained of.
83. Any tampering with the food or scale by the cooks should be severely punished.

84. The allowance of oil shall always be placed in the food in the presence of a Subordinate Medical Officer.

85. It is of the utmost importance that the food supplied to the prisoners shall be completely and properly cooked and that the full quantity issued shall reach them and the Jailor shall be responsible that this is done. Occasional inspections of the food—when dressed for use should be made by both the Superintendent and the Medical Officer.

86. It is also of the highest importance that there should be no tampering with the quantity of food either by means of false scales or though the deduction of portion as perquisites for the distributing subordinates. As this matter must rest with the superintending officers, the urgency of examining the scales and testing the distributed portions, after short intervals, cannot be too strongly insisted upon.

87. Prison subordinates are not allowed either to cook their food inside the Prison walls or to have it cooked for them by the prisoner cooks.

88. Care shall be taken that the kitchen and cooking pots and appliances are scrupulously clean and well kept.