

Manual 2
Powers and duties of officers and employees
(Section 4 (1)(b)(ii))

Powers and duties of officers and staff

S. No.	Designation	Powers				Duties
		Administrative	Financial	Statutory	Others	
1.	DG cum IG Prisons	Head of Deptt. of Delhi Prisons under the Delhi Prison Act, 2000	Head of the Department under the Delegation of Financial Power Rules.	Appointing & Disciplinary Authority under CCA (CCS) Rules, 1965 for the Group "C" post and Appellate Authority for Group "D" Post.	Channel of Communication between Delhi Govt. & Delhi Prisons.	IG Prisons is responsible for all matters relating to the Prison, its control and management, funds and budget and every other matter connected with the Management of Prisons.
2.	Addl. IG (Prisons)	The aforesaid powers apply mutatis mutandis when I.G.(P) is on leave. Principal Staff Officer of IG(Prisons)	The aforesaid powers apply mutatis mutandis when I.G.(P) is on leave.	The aforesaid powers apply mutatis mutandis when I.G.(P) is on leave.		AIG shall be specifically responsible for inspecting the financial working of the prison. Audit report and money transaction of all kinds, review all cases of furlough and parole during his inspection in

						jails.
3.	Deputy Inspector General of Prisons	Inspecting Officer of Supdt. jails and Resident Medical Officer. Staff Officer to IG(Prisons) Vigilance officer of Prison department	Head of Office under delegation of Financial Rules.	Appointing & Disciplinary Authority under CCA (CCS) Rules, 1965 for the Group "D" post.		Duties as per Delhi Prisons Act 2000 and Delhi Jail Manual and as delegated by IG(P) from time to time.
4.	Superintendent Jail	Head Of Office in respect of his jail under the Prisons Act	To utilize the funds allotted to him by the IG(Prison) under the Delegation of powers	To inspect his jail, prepare inspection report and send to DIG(prisons) with his observations.	To provide support, care and custody of and control over all the prisoners at any time confined in the jails.	To visit Jail daily, first duty at each visit and periodically at night Inspection of food being served to prisoners To take measures to prevent the spread of disease To check and count prisoners twice daily. To inquire into all prison offences and record punishment To distribute duties amongst subordi-

						nate officers
5.	Deputy Superint endent Jail	To discharge duties under the immediate directions and orders of the Supdt.	Drawing and Disbursi ng Officer for respective jail	To release prisoners on the receipt of release order from court/ Governmen t	To see every prisoner confine d in jail .	The Deputy Superint- endent shall be the Chief Executive Officer of the jail and discharge his duties under the imme- diate direction and orders of the Superint- endent. To do all acts and the things for the safety of the prisoners, their discipline, interviews and court attend- ance. To be present at the lock- up and lock-out counting, while prisoners put to labour during distribu- tion of food etc. To admit a prisoner on the authority of custody warrant and to

						<p>release the prisoner on the authority of release warrant.</p> <p>To search jail on every week for recovery of any prohibited article.</p> <p>To regular interviews and communications.</p>
6.	Assistant Superintendent	<p>To discharge duties under the immediate directions and orders of the Supdt.</p> <p>To maintain discipline amongst the prisoners lodged in his ward.</p>	Nil	Nil	<p>To carry out the orders issued by Superintendent /Deputy superintendent Jail from time to time</p>	<p>Assistant Superintendent to discharge such duties and assist the deputy superintendent on such ways as prescribed by Superintendent Jail as time to time.</p> <p>Assistant Superintendent to maintain records of every prisoner/ person admitted and release from jail, their property</p>

						accounts, remission sheets, Stores and Provisions and to help the deputy superintendent in conducting interviews .
7.	Head Warder	To discharge duties under the immediate directions and orders of the Supdt. Watch and Ward Duties	Nil	Nil	To assist Assistant Superintendent in discharge of his duties	Head Warder to assist in every possible way in the management of the jail, the prevention of escape and the maintenance of order and discipline generally amongst subordinate officers and prisoners; Head Warder to open, in the presence of the Deputy Superintendent, the sleeping wards, cells and other compartments each

						<p>morning and count the prisoners;</p> <p>Head Warden to distribute the prisoners, who are liable to labour each morning to their respective work gangs;</p> <p>Head Warden issue all necessary tools, implements, raw-materials and other articles required for the day's work and to make a record of all articles so issued;</p> <p>Head Warden in the presence of deputy superintendent to count, search and look the prisoners up in their respective wards, cells and other compartments, at the</p>
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						prescribed time, each evening;
8.	Warders	To discharge duties under the immediate directions and orders of the Supdt. Watch and Ward Duties	Do	Do	Do	<p>Warder to render all assistance in his power in the management of the jail, the maintenance or order and discipline amongst the prisoners</p> <p>Warder to know the number of prisoners in his charge; to count them frequently during his turn of duty and to satisfy himself that he has in his custody.</p> <p>Warder to report about any plots for the purpose of escaping or of assault or outbreak or of obtaining forbidden articles;</p>