

B. OTHER STAFF

S. No.	Post	Sanctioned Strength	Staff in Position (numbers)			Positions vacant	Staff working on ad-hoc/ contract/ outsourcing basis	Remarks
			Male	Female	Total			

7. CAPACITY AND NUMBER OF INMATES PRESENTLY LODGED IN PRISON

Prison No.	Total No. of Barracks/ Rooms	Authorized capacity	No. of Barracks/ Rooms earmarked for women	Total authorized capacity for women	No. of actual inmates			
					Male	Female	Others	Total
Prison No.1								
Prison No.2								
Prison No.3								
Prison No.4								
Prison No.5								
Prison No.6								
Prison No.7								
Prison No.8								
Prison No.9								

8. HEALTH CARE FACILITIES:
(Specify in-house/tie up with Government Hospital/Others)

Medical facilities	No. of personnel				Duration of availability*			
	GDMOs	Specialists	Nursing staff	Other Para-medical staff	GDMOs	Specialists	Nursing staff	Other Para medical staff
Hospital								
Wellness centre/ Dispensary								
Stand-alone Doctors								

*24 hours/12 hours/6 hours/on call

9. BOUNDARY/FENCING

PARAMETER	IN-EXISTENCE (Y/N)	HEIGHT/WIDTH	CONDITION*
BOUNDARY FENCE/WALL			
INNER FENCE **			

*Good/average/poor

**Additional security measure besides the boundary wall

10. STAND-OFF DISTANCE FROM THE BOUNDARY

PARAMETER	WIDTH	AROUND ALL DETENTION AREAS?	CONDITION*
STAND-OFF DISTANCE**			

*Good/average/poor

**Distance for preventing entry of unscreened vehicles/persons from the building

11. GUARD TOWERS/PARKING

PARAMETER	NUMBER	VISIBILITY	USED/NOT USED	CONDITION*
GUARD TOWERS				
PARKING**				

*Good/average/poor

** Number of vehicles

12. SOURCES OF ENERGY

Source	Percentage of total requirement met	Availability in terms of hours	Quality*	Remarks
Electricity				
Solar				
Wind				
Other				

*Regular/erratic supply

13. WASTE DISPOSAL

Specification	Percentage of total waste disposed	Segregated/ Not segregated	Remarks
Hauled off site			
Burned			
Buried			
Composted			
Heaped			
Recycled			

PART -II : INFORMATION PERTAINING TO FEMALE INMATES ONLY

[To be filled in by Jail Authorities and verified by Inspecting Team]

14. PARTICULARS OF PRESENT INCHARGE, FEMALE PRISON(S):

NAME: _____
DESIGNATION: _____
DATE OF POSTING: _____

15. DETAILS OF LADY WARDENS/MATRONS:

S.No.	Name of Lady Warden/Matron	Duty Hours

16. BARRACK/DORMITORY/ROOM/CELL

Description (unit)	Area of each unit (sq. ft)	No. of inmates	
		Capacity	Actual
Barrack			
1			
2			
3			
Dormitory			
1			
2			
3			
Single room			
1			
2			
3			
Cell			
1			
2			

3			
Others(specify)			
1			
2			
3			

17. SLEEPING ARRANGEMENTS

Type	Numbers		Condition				Remarks
	Available	Occupied	Authorized space per person	Space available per person	Quality*	Ease of access**	
Single bed/ berth							
2 tier bunks							
3 tier bunks							
On the floor							
Any other (specify)							

*Quality of beddings: good/average/poor

** Easy/moderate/difficult in terms of height of bunks, if applicable

18. Condition of Doors and Windows

Nature of enclosure	Doors			Windows			Ventilation Adequate/ Inadequate	Remarks
	Size (HXW)	Number	Over all condition*	Size (HXW)	Number	Over all condition*		
Barrack 1								
Barrack 2								
Dormitory 1								
Dormitory 2								
Room 1								
Room 2								
Cell 1								

Cell 2								
Isolation Cell								

***Assessment: good/average/poor in terms of strength, functionality, cleanliness and availability of grills/windowpanes/latches**

19. YARDS AVAILABLE

Specification of yard	Usage/activity	Whether exclusively meant for female inmates	Area		Sufficiency of space in terms of usage	Condition*
			Covered	Open		
Yard 1						
Yard 2						
Yard 3						

*** Good/average/poor in terms of hygiene/cleanliness/sunlight/moving space**

20. PRISON KITCHEN GARDEN

Specification	Area	Sufficiency*	Condition/Remarks
Garden 1			
Garden 2			
Garden 3			
Garden 4			

*** In terms of meeting daily requirements of jail inmates**

21. TOILETS/BATHROOMS

Specification	Area and height	No. of inmates using	Sanitary provisions (Nos.)				Water availability**	Drainage*	Hot water Availability	Overall condition (specify details)
			Toilet seat***	Wash-basin	Shower	Tap				
Toilet 1										
Toilet 2										

Toilet 3										
Bath 1										
Bath 2										
Bath 3										

***Drainage: Specify (i) smooth/(ii) not smooth/(ii) chocked**

****Specify (1) 24 hours/(2) 12-24 hours/ (3) restricted/(4) erratic**

***** Specify (1) Cistern flush/ (2) Pour flush**

22. SEWAGE SYSTEM

Type*	Functional status*				Remarks**
	Covered	Not covered	Smooth	Chocked / over flowing	
Connected to Public Sewage System					
On-site sewage treatment plant					
Septic tank					
Pit toilets					

***Tick relevant column**

****Stinking/smelling**

23. KITCHEN/COOKING SPACE

Total kitchen area (in sq ft):

Particulars	Available/ Not available	Adequate/ Inadequate	Condition/Remarks
Ventilation			
Cold Storage			
Freezer Storage			
Dry Food Storage			
Water availability for washing/ cleaning			
Safe drinking water			

Fuel availability (piped/cylinder gas/others)			
Kitchen Drainage			
Toilets for kitchen staff			

24. KITCHEN STAFF

Sanctioned strength	Staff in position	No. of jail inmates working in kitchen	Remarks

25. FACILITY FOR VISITORS

Indicate Available/Not Available:

Specification**	Yes/No	Adequate/ Inadequate	Remarks*
Visiting hours specified			
Specified exclusive enclosure with privacy			
Specified common enclosure			
Specified Outdoor area			
Non-contact facility			

*Cleanliness/Availability of furniture

**Write N/A if not applicable

26. COMMON AREAS

Specification	Available/ Not Available	Area	Adequate/ Inadequate*	Remarks
Class room				
Workshop/Vocational Training Centre				
Library				
Recreation room				
Indoor sports facility				

Space for yoga/ meditation				
Prayer room				
Creche				
School				
Outdoor play grounds				

* In terms of sufficiency and suitability of infrastructure, human resources and extent of utilisation

27. OVERALL HYGIENE IN WARDS

Specification	REMARKS (severity)
Mosquitoes	
Insects	
Rats/mice	
Dust/Mud	
Stagnant water	

28. ESCAPES AND VIOLENCE

Escapes during last three calendar years		Attempted escapes		Violence	
YEAR*	Nos.	YEAR*	Nos.	YEAR*	Nos.
1		1		1	
2		2		2	
3		3		3	

* 1- current year; 2- previous year; 3 - previous to previous year

29. STRUCTURAL CONDITION

Specification	Condition*	Remarks
Walls and foundations		
Paint/Plaster on walls		
Cracks on		

walls/seepage/Wobbly		
Roof condition		
Floor condition		

* Good/average/poor in terms of construction and maintenance



PART III : DETAILS OF FEMALE INMATES

[To be filled in by Jail Authorities and verified by Inspecting Team]

30. CATEGORY OF FEMALE INMATES

Category	Number
Under trial	
Convicts	
Detenues	
On Parole	
Total	

31. PERIOD OF DETENTION OF UNDERTRIALS

Nature of offence	Period spent in jail					
	0-2 yrs	2-5 yrs	5-10 yrs	10-15 yrs	15 yrs & above	Total
Dowry/Domestic Violence						
Murder						
Abduction/Kidnapping						
Theft/Robbery						
Offences under the Immoral Traffic Prevention Act, 1986						
Offences under the NDPS Act						
Offences under the POCSO Act, 2012						
Pick pocketing						
Other IPC Crimes						
Other criminal offences						
Total						

32. PERIOD OF DETENTION OF CONVICTED FEMALES

Nature of offence	Period spent in jail					
	0-2 yrs	2-5 yrs	5-10 yrs	10-15 yrs	15 yrs & above	Total
Dowry/Domestic Violence						
Murder						
Abduction/Kidnapping						

Theft/Robbery						
Offences under the Immoral Traffic Prevention Act, 1986						
Offences under the NDPS Act						
Offences under the POCSO Act, 2012						
Pick pocketing						
Other IPC Crimes						
Other criminal offences						
Total						

33. NATIONALITY

Nationality	Indian (Other than NRI)	NRI	Foreigner	Total
Nos.				

34. AGE PROFILE

Age Group	18-34	35-44	45-59	Above 60
Nos.				

35. MATIRAL STATUS

Status	Unmarried	Married	Divorced	Others
Nos.				

36. EDUCATIONAL PROFILE

Education	Illiterate	Can read/write	Primary	Middle	Secondary	Higher Secondary	Graduate & higher
Nos.							

37. OCCUPATIONAL STATUS

Status	Housewife	Professionals/ Self employed	Government service	Private service	Others
Nos.					

38. FEMALE INMATES WITH MEDICAL CONDITION(S)

Status	Pregnant	Lactating	Physically challenged	Mentally challenged	TB	HIV/ AIDS	Others
Nos.							
Health card/ record maintained from the time of entry and updated (Y/N)							
Vaccination*							
Medicines*							
Special food*							
Specify special facilities, if any provided							

*Specify, if provided, where and when required

39. FACILITIES FOR CHILDREN STAYING WITH WOMEN INMATES

No. of children	Less than one year	Between 1- 2 years	2 Yrs and above	Creche facilities [A/N]	Pre-school Facilities [A/N]

40. Vaccinations administered during last one year

Period	Name of vaccinations given	No. of children covered	No. of women covered

41. Treatment at night between 10 PM and 5 AM

Period	No. of cases reported		No. given treatment by Jail doctor or medical staff		No. taken to Hospital	
	Women	Children	Women	Children	Women	Children
January to March						
April to June						
July to September						
October to December						

42. PROVISION OF HEALTH-CARE PROFESSIONALS FOR FEMALE SPECIFIC NEEDS

Category	Available/ Not available	Nos.
Gynaecologists		
Psychiatrists		
Social Workers/Psychiatric Social Workers		
Female nurses		
Psychologists		
Emergency medical health facility		

43. SUPPLY OF TOILETRIES TO INMATES

Item	Prescribed		Remarks*
	Quantity	Frequency	
Soap			
Shampoo			
Tooth Paste			
Brush			
Sanitary Pads			

* Specify: (i) Quality in terms of Good/Satisfactory/Poor (ii) timely and (iii) whether provided as prescribed

44. FIVE MAJOR AREAS OF GRIEVANCES

Nature of Grievance (in descending order starting from the highest)	Number of Grievances during last one year	
	Received	Addressed

45. SKILL DEVELOPMENT

Programme	Duration	No. of inmates trained in last one year	Certification agency

46. CIVIL SOCIETY/NGOs ENGAGEMENT

S.No.	Name of the organisation	Services provided	Duration	Schedule

राष्ट्रीय महिला आयोग

NATIONAL COMMISSION FOR WOMEN

PART IV: QUALITATIVE INPUTS RELATING TO FEMALE INMATES

1.	Whether belongings of the female inmate taken at the time of admission are properly documented?	
2.	Whether the female inmate is informed of the articles so taken and told of her right to get them back at the time of her release?	
3.	Are personal details such as name, address, father's/ mother's/husband's name of female inmates recorded at the time of admission?	
4.	Is initial health assessment/screening carried out by a qualified female health professional and details brought on record?	
5.	Does the health assessment include details of special needs of inmates?	
6.	Is the system in place to maintain the privacy of confidential information collected about female inmates and its sharing only on need to know basis?	
7.	Is the staff posted to receive inmates trained to handle female inmates who may be anxious, distressed or uncooperative?	
8.	Is the system of assessment of the vulnerability of the female inmates in place and if yes, is it adequate?	
9.	Has any special system been put in place to ensure safety of the female inmate, before assessment of her vulnerability?	
10.	Is a system in place to carry out a transparent, objective, and accurate assessment of security risks of inmates based on danger, threat to order and security, risk of escape, and other factors to impose graduated levels of restrictions?	
11.	Are the inmates made aware of the consequences or escape or attempted escape?	
12.	Is a structured and comprehensive system in place to provide information to female inmates about their rights, obligations and rules and is a record of the same kept?	

13.	Whether female inmates are informed of the provisions of parole/ remission and how they can benefit from such provisions? Specify Yes/No.	
14.	Whether assistance is made available to female inmates to inform them of the options of bail/appeal/defence available to them under law and how to proceed about it?	
15.	Are formal induction programmes conducted within two-three days of female inmates being admitted to apprise the new inmates of the requirements, rules, available facilities, etc.?	
16.	In case of illiterate female inmates, is there a system in place to brief them properly about their rights, obligations and rules?	
17.	Are newly admitted female inmates especially the young ones handled separately for the admission process?	
18.	Are the female inmates apprised that it is also their responsibility to disclose any health issue on their admission?	
19.	Are female inmates with possible mental health issues referred to and assessed by qualified mental health professionals?	
20.	Are female inmates identified with risk of self-harm or suicide housed in separate environment and their condition reviewed regularly?	
21.	Is a system in place to put the young, female inmates with no past crime history in a separate accommodation to avoid criminalization?	
22.	Are female inmates apprised of any illness or medical condition detected during examination?	
23.	Has a system been put in place to inform the families of female inmates as soon as they are admitted?	
24.	In case of foreigners, is a system in place to inform the respective Governments through consular or other agencies?	
25.	Are arrangements in place to keep the detainees/under trial female inmates with no past crime history, separate	

	from other inmates?	
26.	Are the detenues/under trial female inmates provided required legal assistance?	
27.	Are the detenues/under trial female inmates made aware of the status of their cases?	
28.	Does the prison have required facilities for taking care of inmates with special needs?	
29.	Are proper arrangements in place for providing food to women inmates while they go to attend the court?	
30.	Does the place have facility for video conferencing to avoid in person appearance in the court?	
31.	Is a system in place to assist the detenues/under trial female inmates to meet bail conditions so that they do not stay in the prison beyond what is absolutely necessary?	
32.	Does the system for immediate release of legal documents, cash and property of an inmate on her being released exist?	
33.	Are detenues/under trial female inmates assisted to resolve any urgent issues such as arrangements for dependents, pets or property matters?	
34.	Is a mechanism in place to ensure that there is no bullying of female inmates?	
35.	If required, whether the female inmates are provided with the facility for drug and alcohol de-addiction?	
36.	Are the dates for release of female inmates determined correctly and communicated to inmates?	
37.	Whether any sensitization programme exists to sensitize jail staff to ensure dignity of woman inmates and to show empathy to them and how often such a programme is conducted?	
38.	Specify the number of female inmates who have been provided a counsel during last one year with the assistance of jail authorities and average number of years of practice of counsels so provided.	
39.	Whether any independent assessment has been made of	

	the satisfaction level of female inmates with regard to the Counsel obtained with the assistance of the jail authorities.	
40.	State the average level of satisfaction of female inmates about services of counsel provided, if assessment has been undertaken.	
41.	Whether legal aid awareness camps are organised for inmates? If yes, give details of camps organised during last three years.	
41(a)	Indicate whether SLSA/DSLAs associated for providing legal aid.	
42.	Are separate facilities for recreational activities, sports, etc. available for women?	
43.	Whether female inmates are confined to separate barracks/building and it is ensured that no male person has any access to it except to the extent permissible under rules? (Yes/No)	
44.	Are the cells/accommodation of female inmates so constructed as to prevent harassment by male inmates?	
45.	Is there a foolproof method for controlling entry, movement and exit of males to female enclosures?	
46.	Whether it is ensured that male staff of the jail does not touch/punish/rebuke/insult a woman inmate and her contact with them is avoided except to the extent permitted by rules? (Yes/No)	
47.	Whether in person search of female inmates is carried out only by the female staff with proper respect to her dignity and causing her least inconvenience? (Yes/No)	
48.	Whether there is a mechanism in place for female inmates to register their complaints in case quality of food served is not satisfactory or they are not given adequate quantity of food or they have any other grievance regarding food?	
49.	Does the system allow registration of complaints without disclosure of identity of female inmate?	

50.	Are higher prison authorities accessible to the female inmates to listen to and address their grievances?	
51.	Is there a system of obtaining anonymous feedback from female inmates on the facilities made available in jail, conditions of hygiene, sanitation and cleanliness, working of grievance redressal mechanism, behaviour of jail staff with a view to assess their satisfaction level in these respects. (Yes/No)	
52.	Whether feedback in respect of Public Grievances redressal is taken by jail staff or by an outside agency?	
53.	What was the average satisfaction level in terms of percentage of female inmates, if feed-back was taken.	
54.	Is there a written code of conduct for the staff, NGOs, inmates and personal visitors? Are these prominently displayed?	
55.	Are there any instances of family visitors of inmates complaining about harassment or humiliating behaviour? What remedial measures are taken in such cases?	
56.	Whether access to library facilities is available to women inmates and children interested in availing such facilities?	
57.	Whether creche facilities are available for children of female inmates? Is it a reasonably good facility or it lacks adequate amenities or no such facility exists? Specify	
58.	Whether arrangements are available for proper education of children of jail female inmates?	
59.	What type of facility is available for education of children (specify nature of play school/ school etc.)	
60.	Whether arrangements exist to make children familiar with the world outside jail and for their proper growth and development	
61.	Please specify details of existing arrangements for familiarising children with outside world	
62.	Whether recreational facilities are made available to female inmates and children at regular intervals. If yes, specify details of such facilities.	

63.	Whether sufficient sports facilities are available for children of female jail inmates and they have free and easy access to these facilities?	
64.	Specify details of existing facilities for sports.	
65.	Whether female inmates are permitted regular interaction with their friends, family members and NGOs for reducing their stress level and for their morale boosting/ psychological upliftment?	
66.	Whether jail authorities keep a record as to the condition of women after their release from prison? (Specify Yes/No)	
67.	Whether female inmates are informed of the welfare fund available with the jail authorities and how they can benefit from it?	
68.	Whether adult literacy classes are conducted for inmates? If yes, give details for last three years	
69.	Whether the dress of women inmates at the time of visit is, in general, neat, clean and in good condition. Specify Yes/No.	
70.	Has the staff of the prison been able to develop information about the behaviour and activities of female inmates to take necessary security and correctional steps?	
71.	Does the facility have an effective incidence response plan in case of women inmates and are the staff properly trained for handling such incidents?	
72.	Does the system have an emergency plan that includes evacuation plan and an approved fire prevention system and alarms?	
73.	Are the emergency equipment and systems easily accessible, tested regularly, and replaced where necessary?	
74.	Is the food provided to women inmates and children as per the norms laid down?	

75.	Whether the menu of breakfast/food to be served is standardised and disseminated to inmates in advance?		
76.	What is the typical menu of food/ breakfast given on any ordinary day to female inmates?		
	Breakfast		
	Lunch		
	Evening Tea		
77.	Dinner		
	Whether breakfast/food prepared for children is same as for other inmates of prison or different, if different what parameters are adopted?		
	78.	Typical menu of food served to children ordinarily	
		Breakfast	
Lunch			
Evening Tea			
79.	Dinner		
	Whether any quality check is carried out to assess the food before serving? If yes, what is the protocol followed and by which authority?		
	80.	Comments on the quality of food on the day of inspection?	
	81.	Whether quantity of food supplied to female inmates on the day of inspection was adequate?	
82.	Whether female inmates in general appeared satisfied with the quantity and quality of food served to them on the day of inspection?		
83.	Condition and cleanliness of utensils used for cooking and servicing/eating meals to women inmates on the day		

	of inspection?	
84.	Has a roadmap been prepared by the prison authorities to further improve the living conditions of female inmates and to ensure a dignified life to them in jail and the proposed time-frame for it? (Attach details separately)	



PART V

DETAILS OF MAJOR FINDINGS OF INSPECTION BY OTHER BODIES SUCH AS JUDICIAL, EXECUTIVE, HEALTH AUTHORITIES, NATIONAL HUMAN RIGHTS COMMISSION, STATE COMMISSION FOR WOMEN

Name Authority	Date of Inspection/ visit	Major Observations/ recommendations	Action taken	Remarks



