

**Manual published under section 4 (i) (b) of the Right to Information  
Act, 2005**

**PUBLIC AUTHORITY: Office of the Inspector General of Prisons & Correctional  
Services**

**CHAPTER I**

**Introduction:**

**This manual seeks to highlight the function and activities of the Office of the Inspector General of Prisons & Correctional Services and to promote transparency and accountability in the working of the Directorate. The Objective of the Template is also to provide easy access to the Public who wish to have any information relating to the functioning of the Directorate. Additional information which may be required the Public Authority will be made available on application in accordance with the rules framed in this regard under the Right to Information Act 2005.**

**The Public authority has already notified the Public Information Officer/ Assistant Public Information Officer as at Chapter XVII of this manual.**

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

## **CHAPTER II**

### **Section 4(1)(b)(i) of RTIA 2005**

#### **Organization - functions & duties**

##### **- Particulars of Organization, Functions and Duties.**

**Objective/purpose of the public authority:** The main objective of the Office of the Inspector General of Prisons & Correctional Services is to give reformation and rehabilitation and ensure proper care, welfare and correctional measures for the under trial prisoners/convicts who have been lodged in the 5 (five) District Prison & Correctional Homes of the State, so that they become Law abiding citizen after their release from the Prison and during incarceration.

**Mission/Vision of the public Authority:** The aim of the Office of the Inspector General of Prisons & Correctional Services is to see that all the Prisoners who have been lodged in the District Prisons & Correctional Homes of the State are properly taken care and correctional activities to become good citizens of the State in future when they released from the Jails.

**Brief history of the public authority:** The Office of the Inspector General of Prisons & Correctional Services was established right from the inception of the State of Meghalaya in 1972.

**Mission/Vision Statement.** The Office of the Inspector General of Prisons & Correctional Services aims for expansion and modernization in order to cater to the needs of the present Socio-Economic and Security Scenario in the Country. Till date there are 5 (five) District Prisons & Correctional Homes in Meghalaya. They are Shillong, Jowai, Tura, Williamnagar and Nongpoh.

The construction of another 1 (one) District Prison & Correctional Home at Nongstoin of West Khasi Hills District is under progress and proposal for construction of 2 (two) District Prisons& Correctional Homes, Khliehriat and Ampati respectively are under consideration.

**Duties of the Public Authority:** The Duties of the public Authority (Directorate) is to formulate Policies and Programmes and in this connection co-ordinate, supervise and monitor their implementation towards realization of the stated objectives.

## CHAPTER III

### Section 4(1)(b)(ii) of RTIA 2005

#### Powers and Duties of Officers and Employees

**Inspector General of Prisons & Correctional Services:** He is the Head of the Office of the Inspector General of Prisons & Correctional Services. His duties and responsibilities are to control and superintendence over all prisons in the State for implementation of the Acts and Rules made there-under, applicable to prisons and ensuring proper training of the prison personnel. He ensures all establishment matters of the prison officers and staff.

**Deputy Inspector General of Prisons & Correctional Services:** He assists the Inspector General of Prisons & Correctional Services in the discharge of his functions.

**Assistant Inspector General of Prisons & Correctional Services:** He assists the Inspector General of Prisons & Correctional Services and Deputy Inspector General of Prisons & Correctional Services in the discharge of his functions.

**Finance & Accounts Officer:-** He gives Financial advice to the Directorate on all matters relating to financial matters such as sanction of schemes, entitlement of the Staff, issues relating to interpretation of the Financial Rules.

**Superintendent:** She is overall in-charge of a section and is responsible for training, helping and advising the staff, discipline in sections, timely action on receipts, issuance of draft, efficient and expeditious disposal of work, etc. Superintendent disposes of the work of section with the help staff posted in the Department (UDA and LDA) posted in section.

#### **Dealing Assistant:**

1. To examine promptly all receipts made over to him and deal with the receipts accordingly to their priority, check the enclosures and if any paper/letter is found short or missing, take action for obtaining the missing papers; to forward receipts or extracts from receipts to other concerned branches, to make entries in column 2 of the log book of the Assistants.
2. To put up a case after examination to the Superintendent on or before 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 RTIA 2005**

#### *Procedure followed in decision-making:*

The Office of the Inspector General of Prisons & Correctional Services follows the procedure indicated in the Rules of Executive Business and the Manual of Secretariat Procedure (MOSP) for decision making. The Superintendent proposes action with the help of staff (UDAs and LDAs) 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 Assistant Inspector General of Prisons & Correctional Services who in turn submits the file to Deputy Inspector General of Prisons & Correctional Services. He then submits the file to Inspector General of Prisons & Correctional Services for orders.

## **CHAPTER V**

### **Section 4(1)(b)(iv) of RTIA 2005**

#### ***The norms set by it for the discharge of its functions:***

The Office of the Inspector General of Prisons & Correctional Services follows the norms set in the Meghalaya Secretariat Manual of Office Procedure, the rules of Executive Business and also the various rules and regulations as mentioned in the relevant Chapter VI and the provisions therein.

## Chapter - VI

### Section 4(1)(b)(v) of RTIA 2005

*The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.*

In Establishment matters, the following Rules relating to the Service Rules and Financial Rules prescribed by the Government are applicable:-

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 Sectt. Manual of Office Procedures, 1990
9. Meghalaya Civil Services (conduct) Rules 1990.
10. Meghalaya Civil Service (Pension) Rules
11. Handbook of General Circulars.
12. Rules of Executive Business.
13. Meghalaya Discipline and Appeal Rules 2011.
14. Meghalaya Prison Manual.

#### **BRIEF WRITE UP ON THIS DOCUMENT.**

(a) The Meghalaya Prison Manual adapted by the State of Meghalaya provides for security, care, and correctional measures for the Under Trial Prisoners/convicts who have been lodged in the District Prisons and Correctional Homes of the State. The power and functions of the IG/DIG of the Prisons, AIG of Prisons and the Superintendent of the District Prisons& Correctional Home are laid down in the Jail Manual.

(b) Other documents relate to financial and human resource management.

## **Chapter VII**

### **Section 4(1)(b)(vi) of RTIA 2005**

#### ***A statement of the categories of documents that are held by it or under its control***

The Office of the Inspector General of Prisons & Correctional Services also has the following reports or documents under its control :-

1. Files relating to The Office of the Inspector General of Prisons & Correctional Services.
2. ACR & Dossiers of Officers and Staff of the Office of the Inspector General of Prisons & Correctional Services.

## **CHAPTER VIII**

### **Section 4(1)(b)(vii) of RTIA 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 and Correctional Homes provides valuable inputs to the Department.

The UTP Review Committee also appointed in every District to review the cases of UTPS, with the help of MSLSA.

## Chapter IX

### Section 4(1)(b)(viii) of RTIA 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 Office of the Inspector General of Prisons & Correctional Services does not have any Board or Council. However there are a number of Committees which have been set up for smooth functioning of the office as given below:

1. Departmental Committee for recommendation/ sanctioning of Plan Schemes.
2. Departmental Promotion Committee for recommendation for promotion to Higher Posts in the Directorate according to the Service Rules.
3. Departmental Purchase Boards for the Purchase of Material required by the Department.
4. Tender Advisory Committee.
5. Board of visitors in the District Prisons & Correctional Homes.
6. UTP Review Committee in each District.

**CHAPTER X**  
**Section 4 (1)(b)(ix) of RTIA 2005**

**Directory of Officer and Employee**

Sl. No.	Name	Designation	STD Code	Phone No.	Address
1.	2.	3.	4.	5.	6.
1.	Shri Z.J Sangma, MCS	Inspector General of Prisons & Correctional Services	0364	2226601	Horse Shoe Building, Lachumiere, Shillong Meghalaya
2.	Shri R.K.M Sangma	Deputy Inspector General of Prisons & Correctional Services	0364	2226601	Horse Shoe Building, Lachumiere, Shillong Meghalaya
3.	Shri D. Warkhyllaw	Assistant Inspector General of Prisons & Correctional Services	0364	2226601	Horse Shoe Building, Lachumiere, Shillong Meghalaya
4.	Smti R. Marbaniang	U.D.A		-do-	-do-
5.	Smti J. Shylla	U.D.A		-do-	-do-
6.	Smti D. Rynjah	L.D.A		-do-	-do-
7.	Shri L. Saiborn	L.D.A		-do-	-do-
8.	Shri E. H. Rymbui	L.D.A		-do-	-do-
9.	Shri. K.R.M Sangma	L.D.A		-do-	-do-
10.	Smti P. Kharsati	Typist		-do-	-do-
11.	Shri W. Lyngdoh	Peon		-do-	-do-
12.	Smti. D. Kharmawlong	Peon		-do-	-do-
13.	Smti. P. Basaiawmoit	Peon		-do-	-do-
14.	Shri. M. Rymbai	Peon		-do-	-do-
15.	Shri. M. Bareh	Driver		-do-	-do-

**CHAPTER XII**  
**Section 4 (1)(b)(xi) of RTIA 2005**

The budget allocated to each of its agency (2024-2025), indicating the particulars of all plans, proposed expenditures and reports on disbursements made\*

Sl. No.	Head of Account	Budget Sanction during 2024-2025
	2056-Jails-Non Plan	
1.	001-Direction and Administration (01) Superintendent General	3,08,18,000/-
2.	101-Jails(6 <sup>th</sup> Schedule)	
	101-Jails 01) District Jail, Shillong	7,82,91,000/-
	101-Jails-(02) District Jail, Tura	5,25,98,000/-
	101-Jails(04) District Jail, Williamnagar	3,88,89,000/-
	101-Jails(05) District Jail, Jowai	5,04,50,000/-
	(08) Strengthening of Jail Security (Armed Branch)	71,23,000/-
	(09) Strengthening of Jail Services (Admn)	14,18,000/-
	101-Jail-(11) District Jail, Nongpoh	4,23,13,000/-
3.	102-Jails manufacture	47,68,000/-
	800-Other Expdr.(03) Strengthening and Improvement of Medical Care	95,00,000/-
	Total	31,61,68,000/-

## **CHAPTER XIII**

### **Section 4(1)(b)(xii) of RTIA 2005**

*The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.*

The Office of the Inspector General of Prisons & Correctional Services does not implement any scheme or programme where subsidy is involved.

## **CHAPTER XIV**

### **Section 4(1)(b)(xiii) of RTIA 2005**

Particulars of recipients of concessions, permits or authorizations granted by it.

No concessions, permits etc are granted by the Office of the Inspector General of Prisons & Correctional Services.

Public Information Officers:

Sl. No.	Name	Designation	STD Code	Phone No.	Address
1.	Shri D.Warkhyllew	Asstt. Inspector General of Prisons	0364	2226601	Horse Shoe Building,Lachumiere, Shillong Meghalaya

Directorate Appellate Authority

Sl. No.	Name	Designation	STD Code	Phone No	Email	Address
1.	Shri Z.J Sangma, MCS	Inspector General of Prisons & Correctional Services	0364	2226601	dg.prisons- meg@gov.in	Horse Shoe Building,Lachumiere, Shillong Meghalaya

## CHAPTER XVI

### Section 4(1)(b)(xv) of RTIA 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 Office of the Inspector General of Prisons & Correctional Services 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. Presently there is no Library or Reading Room. The Office is open to visitors on all working days from 10 AM in the morning till 4 PM in the evening.

**CHAPTER XVII**  
**Section 4(1)(b)(xvi) of RTIA 2005**

**The names, designations and other particulars of the Public Information Officers Name of the  
Public Authority :The Office of the Inspector General of Prisons & Correctional Services,  
Public Information Officers:**

Sl. No.	Name	Designation	Phone No.
1.	Shri Dennis Warkhyllaw	Asstt. Inspector General of Prisons	2226601
2.	Shri James D. Marbaniang	Superintendent, District Prison and Correctional Home, Shillong	222453(C) 98622-12224
3.	Shri Union Kyndiah	Superintendent, District Prison and Correctional Home, Jowai	03652-223324 7641039850
4.	Smti Rojalinda D. Shira, MCS	Superintendent, District Prison and Correctional Home, Tura	03651-223256 8787477253
5.	Shri Wankitbok Nongbri	Superintendent, District Prison and Correctional Home, Williamnagar	03658-220271 7005255431
6.	Shri Batskhem Nongbri	Superintendent, District Prison and Correctional Home, Nongpoh	9615868509

## **CHAPTER XVIII**

### **Section 4(1)(b)(xvii) of RTIA 2005**

#### **Other useful Information:**

Anyone who is interested in seeking information from the Public Authority can submit an application plain paper along with fees as may be prescribed by the Rules made in this regard to the Assistant Public Information Officer notified. 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.