

The Rules for the Working and Management of the Central Aftercare Homes and District After-care Shelter, 1985

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THE-RULES-FOR-THE-WORKING-AND-MANAGEMENT-OF-THE-CENTRAL-AFTER-CARE-HOMES-AND-DISTRICT-AFTER-CARE-SHELTER, 1985

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The Rules for the Working and Management of the Central Aftercare Homes and District After-care Shelter, 1985 Published vide Notification No. Home Department Resolution No. 12751 (Jails), dated 16.3.1985

1.

(a) These rules shall be applicable for the working and management of the Central After-care Homes for Women and District After-care Shelters established in the State and to any other similar institution established by the State Government from time to time. (b) These rules shall come into force from the date of its publication in the Orissa Gazette and shall substitute the existing rules.

2. Classification of Institutions.

- The Institutions established by the State Government under the After-care Programme will be classified as under: (i) Central After-care Home for men; (ii) Central After-care Home for Women; (iii) District After-care Shelters; (iv) Production units attached to the Central After-care Homes; (v) Such other institutions of similar nature as the State Government may establish from time to time.

3. Accommodation.

- Each of the Central After-care Homes shall have accommodation for 100 inmates and each District After-care Shelter for 25 inmates ; provided that the accommodation may be increased or decreased at the discretion of the State Government.

4. Duration of stay.

- The duration of stay of an inmate in the Central After-care Home shall not ordinarily exceed one year but in exceptional cases the Inspector-General of Prisons, Orissa on the recommendation of the Superintendent of the Home may extend the period of stay of an inmate to a maximum period not exceeding three years. The duration of stay for an inmate in the District After-care Shelter is expected to be only a matter of days and in extreme cases not more than three months.

5. Category of inmates.

- (i) The Central After-care Homes for Men will ordinarily admit persons released from correctional institutions (Jails, reformatories, Borstals, Certified Schools etc.). The District After-care Shelters are to function as feeder units of the Central After-care Homes for Men. The State Government may in consultation with the Inspector-General of Prisons specify any other category of persons to be admitted in the Central After-care Home for Men.(ii)The Central After-care Home for Women will admit the following category of women :(a)widows with no ostensible means of subsistence;(b)widows without support of moral, social and financial help from natural relatives i.e., parents, children etc.;(c)widows forced out of the family;(d)wives without adult children deserted by their husbands;(e)wives unhappy with their husbands and the husband's family who have left the protection and shelter of the home and, family either voluntarily or by seduction or temptation;(f)unmarried mothers thrown out of family and society;(g)destitute women;(h)any women in imminent moral danger;(i)women released from correctional institutions (Jails, Reformatories, Borstals, Certified Schools, etc.);(j)such other category of women as the State Government may specify in consultation with the Inspector-General of Prisons.(iii)The District After-care Shelters will only admit persons released from correctional institutions (Jails, Reformatories, Borstals, Certified Schools, etc.) and such other category of persons as the State Government may specify in consultation with the Inspector-General of Prisons, Orissa.

6. Departmental control and supervision of After-care Institutions.

- Inspector-General of Prisons, Orissa-(i) The Inspector-General of Prisons, Orissa shall be the Head of Department and Controlling Officer of the Central After-care Homes and District Aftercare Shelters and shall exercise all financial and administrative powers as are exercisable by the Head of Department.(ii)He shall exercise, control and supervise overall the After-care Institutions established in the State.x x x (iv-a) He shall inspect each After-care institution at least once a year, and submit the Government copy of his inspection note.(v)He shall submit to Government such reports and returns as may be specified by Government from time to time.

7. Institutional personnel and organisation.

(a) Central After-care Homes-(i) Each Central After-care Home shall have a Superintendent, a Case Worker, a nurse and such other clerical and other staff as may be decided by the State Government. Duties and responsibilities : Superintendent-The Superintendent of the Central After-care Homes shall hold Gazetted status and shall function as the Head of Office and Drawing and Disbursing Officer of the Home. In addition, the Superintendent is assigned the following duties and responsibilities : (a) admission of inmates; (b) management and general supervision of all works of the home including the supervision of the work of the staff, maintenance of accounts and financial transactions, accounts of clothing, dietary articles, other stores, private property of the inmates, if any, etc.; (c) be responsible for good discipline of the institutions and for efficient working of the production units. The Superintendent may issue administrative orders to meet emergency, reporting the circumstances of the case to the Inspector-General of Prisons and to the Managing Committee of the institution as soon as possible; (d) be responsible for maintaining good health of the inmates and for maintaining the institution in a well sanitated condition; (e) be responsible for correct maintenance of the accounts of the Home. The Superintendent shall check the stock of various articles from time to time including the stock of medicines and ensure that everything is in order and that the relevant registers are properly maintained; (f) shall arrange for social and vocational rehabilitation of inmates' job-placement and follow-up work relating to persons discharged from the Home; (g) shall function as the ex-officio Secretary of the Managing Committee; (h) shall be responsible for timely submission of reports and returns as may be prescribed from time to time; (i) shall be responsible for proper dieting and clothing of inmates in accordance with the prescribed scale and inconsistent with the sanctioned grant; (j) shall grant casual leave to all category of staff and all other types of leave to Class IV staff of the Home. The Inspector-General of Prisons, shall grant casual leave to the Superintendent and other Class III staff of the Home; (k) shall be generally responsible to the Managing Committee for the proper administration of the Home; (l) shall perform such other duties as may be assigned from time to time by the Inspector-General of Prisons for the purpose of efficient working of the Home. The Superintendent shall carry out executive instructions issued from time to time by the Inspector-General of Prisons for the proper management of the Home-(m) shall approve the tour programmes, tour diaries and tour particulars of all category of staff of the Home-(i) Attendance Register of staff; (ii) General admission and discharge register of inmates; (iii) Attendance Register of inmates; (iv) Registers and records relating to correspondence with District Shelter and different organisations for the purpose of social and vocational rehabilitation of the inmates; (v) Record of pre-release contact in respect of those released from correctional institutions; (vi) Visitors Books; (vii) Minutes Book of the meeting of the Managing Committee; (viii) General Order Book; (ix) Property Register of inmates; (x) Record of follow-up work and family contact; (xi) Remark Book of the Managing Committee; (xii) Waiting list for admission; (xiii) History sheet of inmates; (xiv) Health record of inmates; (xv) Educational and vocational performance records; (xvi) Record of general performance of Home; (xvii) Account of receipt and issue of post cards to the inmates; (xviii) Accounts Register-

1. Cash Book,

2. Bill Book .

3. Acquittance Roll,

4. Register of dead stock articles and other registers of stock and store prescribed under the Orissa General Financial Rules,

5. Service Book, Character Roll and other Service Records of the staff.

(b)Case Worker-The Case Worker shall-(a)maintain the case history of every inmate admitted in the Home and make careful and analytical study of his/her personality aptitude, interests, family and socio-economic background, chalk out a programme of work education and training for the inmates during his/her stay in the Home with a view to achieve stable rehabilitation after discharge from the Home and submit the same to the Superintendent of the Home within a week of the admission of the inmate for consideration and implementation;(b)endeavour through correspondence and home visits for social rehabilitation of the inmates;(c)endeavour for job placement of suitable inmates by contacting various employment and welfare Organisation;(d)accompany the inmates attending interviews for job placement;(e)conduct pre-release contact in the local correctional institutions to select persons for admission in the Home after release;(f)conduct and supervise recreational activities of the inmates;(g)endeavour to maintain discipline and healthy relation amongst the inmates;(h)conduct interview of inmates with their family members under orders of the Superintendent;(i)keep herself posted with the details (case histories) of female prisoners likely to be released from the various jails in the State at least two months before their expected date of release by correspondence with the After-care Officers and Lady Prison Welfare Officers and on receiving information regarding the willingness and of any female prisoner for admission in the Home of the release from the jail, proceed to the concerned jail, receive her at the Jail gate after release and bring her to the Home for admission (in the case of Central Home for Women);(j)on receiving information regarding any women of the other categories specified for admission in the Home, through any voluntary Organisation local bodies, welfare Organisations etc. shall proceed to the spot and move the morally distressed person to the Central Home for Women if the Sponsoring agency is not in a position to send the person to the Home (in the case of Central Home for Women);(k)follow-up inmates discharge from the Home on rehabilitation for a period of three years with a view to minimise and eliminate chances of his/her relapsing to old habits and coming under unhealthy influences. The co-operation of the District Probation Officers, employees, and parents of the inmates and social workers of the area shall be enlisted for the purpose as far as practicable;(c)Nurse-The nurse of the Central Homes shall-(a)arrange for medical Check up of all newly admitted inmates;(b)arrange for treatment of sick inmates in the nearest hospital;(c)meet the sick inmates admitted in the local hospital daily and ascertain regarding the progress of the patient and report the same to the Superintendent of the Home;(d)maintain health record of inmates;(e)remain-in-charge of the stock of medicines and hospital equipments of the Home;(f)supervise cooking and distribution of food of the inmates;(g)be responsible for proper

sanitation of the Home. Note - When a Medical Officer is appointed for the Home the nurse shall function under the direction of the Medical Officer. (b) Production Units - A production unit shall be attached to each Home with facilities for training and production in such crafts trades as the Inspector-General of Prisons may decide in consultation with the State Government. Each production unit shall have such Craft Instructor/Instructress for giving instructions, training and for production of finished goods in the craft as may be decided by the Inspector General of Prisons, Orissa. The Craft Instructor/Instructress shall - (a) provide training to the inmates in crafts/trades so that the inmates may acquire sufficient proficiency in the craft/trade to utilise the same for their vocational rehabilitation after discharge from the Home; (b) maintain daily record of the training imparted to each inmate and the production achieved; (c) remain in charge of the stock and store and other equipments of the production unit; (d) maintain various registers and records of the production units including stock registers of dead stock and miscellaneous articles, raw materials, finished goods, costing etc.; (e) be responsible for the efficient functioning of the production unit under the supervision of the Superintendent of the Home. (c) District After-care Shelter - Each District After-care Shelter shall have an After-care Officer and such other clerical and other staff as may be decided by the State Government. (1) District Probation Officer - (i) The District Probation Officer of the District where a District After-care Shelter has been established shall remain in collateral charge of the District After-care Shelter and shall function as Head of Office and Drawing and Disbursing Officer of the Shelter; (ii) shall exercise supervision subject to the control of the Inspector-General of Prisons in all matters relating to the administration, working, accounts and discipline of the District After-care Shelter and be responsible for the effective working of the scheme; (iii) shall grant casual leave to all categories of the staff and all other kinds of leave to Class IV staff of the District After-care Shelter. The Inspector-General of Prisons shall grant all other forms of leave to the After-care Officer and other Class III staff of the District After-care Shelter; (iv) shall be the appointing authority for Class IV staff of the District After-care Shelter; (v) shall approve the tour programme and tour diaries and tour particulars of the After-care Officer and other staff of the District After-care Shelter; (vi) shall issue administrative orders to meet emergency when necessary reporting the circumstances of the case to the Inspector-General of Prisons and to the Managing Committee of the Institution as soon as possible; (vii) shall see to the punctual submission of all returns and reports to the Inspector-General of Prisons. (2) After-care Officer - The After-care Officer of the District After-care Shelter shall have the following duties and responsibilities : (i) admission of inmates; (ii) management and general supervision of all works of the Shelter including the supervision of the work of the staff maintenance of accounts and financial transactions, accounts of clothing, dietary articles, other stores, private property of the inmates, if any, etc.; (iii) be responsible for good discipline of the institution; (iv) be responsible for maintaining good health of the inmates and for maintaining the institution in a well sanitated condition; (v) be responsible for correct maintenance of the Shelter; (vi) shall arrange for social and vocational rehabilitation of inmates, job placement and undertake follow-up work relating to the persons discharged from the Shelter; (vii) shall function as the ex-officio Secretary of the Managing Committee; (viii) shall be responsible for timely submission of report and returns as may be prescribed from time to time; (ix) shall be responsible for proper dieting and clothing of inmates in accordance with the prescribed scale - (x) shall be generally responsible to the Managing Committee for the proper administration of the Shelter; (xi) shall perform such other duties as may be assigned from time to time by the Inspector-General of Prisons for the purpose or efficient working of the Shelter; (xii) shall

maintain the records, registers and documents prescribed for the Central Home;(xiii)shall conduct pre release contact with every prisoner two months before his date of release with a view to ascertain the willingness and suitability of the prisoner to avail of the services afforded by the after-care Institutions at an interval of at least once a week and for the purpose shall work in close co-operation with the Prison Welfare Officers and maintain day to day working relation with him;(xiv)shall arrange to receive each prisoner to be admitted in the District After-care Shelter at the Jail gate on the date of release of prisoner and to bring him to the Shelter for admission.(3)The duties, functions and responsibilities of other staff appointed for the Central Home/District Shelters shall be prescribed by the Inspector-General of Prisons, Orissa as and when necessary.

8. Institutional programme.

(a)Procedure for admission-(1) District After-Care Shelters-Any male prisoner released from Correctional Institution (Jail) and willing to avail the services afforded by the After-care Shelter shall ordinarily be eligible for admission to the Shelter having jurisdiction over the area in which the correctional institution is situated, for the purpose of ascertaining the willingness and suitability of the prisoner for after-care treatment. Pre-release contact with each prisoner shall be made by the concerned After-care Officer at least two months before the release of the prisoner at an interval of at least once a week. Contact shall also be made with the concerned Prison Welfare Officer for the purpose of collection of information regarding his antecedents, behaviour in the prison, response to correctional, educational and vocational training imparted in the correctional institution and other allied matters. In the case of a prisoner of a jail situated at a place other than where the District After-care Shelter is located and who is likely to be admitted in the District After-care Shelter after release steps shall be taken to get the prisoner transferred to the District Jail of the station where the District After-care Shelter is located. On the day of release the After-care Officer shall arrange to receive each prisoner to be admitted in the District After-care Shelter at the Jail gate and to bring him to the Shelter for admission. After admission in the District After-care Shelter each inmate shall be kept under observation for a week and steps shall be taken by the After-care Officer to rehabilitate the inmate in consultation with his family members or by finding a steady employment for him. If rehabilitation cannot be arranged within a period of three months the inmates shall be sent to the Central Home for Men for prolonged after-care treatment.(2)Central After-Care-Home for Men - The Central Aftercare Home for men shall only admit persons sent by the District Aftercare Shelters of the State. The Home shall also function as District Shelter in respect of admission of released prisoners from the local Jail if any of the place where the Home is situated. After admission each inmate shall be kept in quarantine for a fortnight when he will be medically examined and his character, personality etc. be properly assessed.(3)Central After-Care Home for Women - The admission of released female prisoners in the Central Home for Women shall be made directly (in the absence of District Shelters for Women) after release from the different jails of the State on the recommendation of the After-care Officer/ Lady Prison Welfare Officer of the concerned area. The Lady Case Worker of the Home shall be sent to receive the female prisoner at the Jail gate on the date of her release and bring her to Home for admission after receipt of information from the concerned After-care Officer/Lady Prison Welfare Officer regarding the exact date of release of the prisoner. The admission of other category of women in need of protection and care of the Home recommended for admission by voluntary organisations, local bodies, welfare

organisations, Magisterial authority, Correctional Officers of the Social Defence Scheme etc. shall be made directly by the Superintendent of the Home subject to approval of the Managing Committee later on. The Lady Case-worker shall be sent to receive and bring the person from net place of residence to the Central Home for admission if the sponsoring authorities cannot arrange to send her to the Home for admission. In an emergency the Superintendent shall be competent to admit an outsider in the Central Home for women provisionally subject to verification of her character, antecedents, family and social background etc., through the District Probation Officer concerned to ascertain her suitability to continue in the Home. Any outsider, seeking admission in the Home, shall initially apply to the Superintendent of the Home who shall place the same before the Managing Committee for its approval or in emergent cases decide regarding admission of the person in anticipation of the approval of the Managing Committee. On admission the inmate shall be kept in quarantine for a fortnight and shall be medically examined and her character, personality etc., be properly assessed.(b)Training and rehabilitation - After the period of quarantine is over the inmate shall be given suitable facilities for training in different crafts and trades in a production unit attached to the Home according to his/her aptitude and interest taking into account the local condition and individual requirement so as to be helpful for the ultimate rehabilitation of the inmate. The daily routine of work, training, recreational and educational activities shall be chalked out by the Superintendent of the Home with the concurrence of the Managing Committee subject to final approval of the Inspector-General of Prisons.(c)Follow up-after discharge-After discharge of inmate from the Home or the Shelter on her rehabilitation contact shall be maintained as far as practicable with a view to minimise an eliminate chance of his/ her relapsing to his/her old habits and coming under unhealthy influences. The Superintendent or After-care Officer shall for this purpose work in close co-operation with the District Probation Officers or employees or parents of the inmates and social workers of the concerned areas. A record of progress of those discharged from the Home/Shelter shall be maintained as far as practicable.

9. Managing Committee.

(a)There, shall be a Managing Committee for each Central After-care Home and District After cAre Shelter. The Managing Committee for a Central Home shall consist of eleven members and that of a District Shelter seven members inclusive of the Chairman and Secretary. Ordinarily not more than one-third of the total members shall be official (Four for Managing Committee for Home and two for the Managing Committee of the Shelter). The Superintendent of the Jail and the Superintendent of Police should be the official members of the Managing Committee for Shelter.(b)Each Managing Committee shall have a Chairman and a Secretary. The non-official members of the Managing Committee be appointed by the State Government in consultation with the State Social Welfare Advisory Board. [* * *] [Deleted vide Orissa Gazette Suppl. No. 49/2.12.1988.](c)The Superintendent of each Central Home and the After-care, Officer of each District Shelter shall be ex-officio Secretary of the respective Managing Committee. He/She shall be responsible for convening the meetings of the Committee, for putting up the agenda for the meetings and for recording the minutes and for such other incidental matters. The minutes recorded by Secretary shall be placed before the Chairman of the meeting for his/her approval.(d)(i)The official members of the Managing Committee of each Home or Shelter shall consist of the following : (1)[District Magistrate-Chairman] [Substituted vide Orissa Gazette Suppl. No. 49/2.12.1988.](2)Superintendent

of Police.(3)Chief District Medical Officer.(4)District Employment Officer.(5)One Officer of the Education Department.(6)Superintendent of Central Home-Member-Secretary.(7)One Member of Parliament representing a constituency of the District.(8)One representative of the local welfare organisation/aftercare Officer, District/After-care Shelter.(9)[Project Officer, District Rural Development Agency.] [Inserted vide Orissa Gazette Suppl. No. 49/2.12.1988.](ii)While nominating the non-official members for each Managing Committee the State Government may, as far as possible, select from amongst the following (seven for each Central Home and five for each District Aftercare Shelters) ;(1)One M.L.A. representing the District.(2)One Educationist.(3)One representative of the local Municipality.(4)One social worker of eminence.(5)One representative of the local medical profession.(6)One representative of the local legal profession.(7)One representative of the local business community.(8)One Lady specially nominated by the State Social Welfare Advisory Board.(e)Each non-official member of the Managing Committee shall hold office ordinarily for two years from the date of their appointment. Any non-official member may, however, be re-appointed to hold membership of the Committee to the extent of five years at the maximum at a stretch. Government may remove any member for reasons as may appear to them sufficient. The Chairman of the State Social Welfare Advisory Board shall ordinarily be consulted in the case of removal of the non-official member.(f)Any non-official member who wishes to resign shall send his/her resignation to the Chairman of the Committee who shall refer it to Government through the Inspector-General for Prisons for necessary action.(g)The Managing Committee shall be empowered to recommend the removal of any non-official member for failure to attend three consecutive meetings or for other sufficient reasons. Such recommendation shall be made to the State Government through the Inspector-General of Prisons. Government shall ordinarily consult the Chairman of the State Social Welfare Advisory Board before taking final action.(h)The Committee shall ordinarily meet once a month. Additional meetings shall be called when deemed necessary by the Chairman or by the Secretary in the consultation with the Chairman or whom one-third of the total members so desire by a duly signed requisition.(i)The quorum for a meeting shall be one-third of the number of members.(j)The Managing Committee shall generally look after the affairs of the Home or Shelter. It shall be the duty of each member of the Managing Committee to satisfy himself /herself that the rules and orders regulating the management of the Home/Shelter and its inmates are being carried out properly and for this purpose it shall be open to any member to visit the Home/Shelter and interview the inmates at any time with a prior intimation to the Superintendent/After-care Officer of the institution concerned. No member shall issue any order to any subordinate officer of the Home/Shelter. They are competent to record their comments in the Visitors book for Departmental action.(k)The Managing Committee shall scrutinise all admissions of inmates in the Home/Shelter and on their approval the admission shall be confirmed. The admission shall be consistent with the rules on the subject. The Managing Committee shall be empowered to appoint a sub-committee including the Superintendent/After-care Officer, as the, case may be, as a member and delegate the powers of admission to the sub-committee.(l)The Secretary shall be competent to admit inmates in anticipation of the approval of the Managing Committee and shall seek the approval of the Managing Committee in their next meeting or seek the approval of the sub-committee, if any appointed by the Managing Committee for the purpose.(m)The Managing Committee shall be competent to decide contract for the purchase of food-stuff, dietary and other miscellaneous articles for the use of the inmates of the Home/Shelter after due consideration of tenders and examination of samples.(n)The Managing Committee shall be

competent to approve essential purchase for the Home/Shelter in an emergency up to a limit of Rs. 2000 (Rupees Two thousand) only in anticipation of formal sanction by the Inspector-General of Prisons. All proposals for purchase of furniture, equipments and other items of contingent nature shall first be approved by the Managing Committee prior to submission of the same to the Inspector-General of Prisons for sanction if the same exceeds the financial powers of the Head of Office of the Home/Shelter to sanction such purchase.(o)The Managing Committee shall be competent to approve the daily routine of work and training of inmates drawn up by the Superintendent of the Home/Shelter subject to final concurrence by the Inspector-General of Prisons.(p)There shall be a Visitors Book for the members of the Managing Committee. Any member visiting the Home/Shelter shall immediately on completion of the visit record his/her findings, remarks and suggestions in the Visitors Book in his/her own handwriting. Such record shall be limited to a statement of facts as found during the visit and the remarks and suggestions, shall be based on the facts observed. The remarks made in the Visitors Book shall as early as possible be placed before the Managing Committee for its consideration. The Managing Committee may at its opinion forward a copy of the remarks with necessary comments to the Inspector-General of Prisons for further action. The final action taken by the Managing Committee or the Inspector-General of Prisons on the remarks of each visitor shall be communicated to such visit or by the Secretary of the Committee with the approval of the committee. The Visitors Book shall be kept in the Office of the Home/Shelter in the custody of the Superintendent/Aftercare Officer of the Home/Shelter and shall not be removed from the office of the Home/Shelter.

10. Equipment, diet and other miscellaneous facilities.

(a)Equipment-(1) An inmate of the Central After-care Home will be supplied with the following equipments on admission.

Male-	Female-
(i) Three cotton dhoties	(i) Three cotton saris
(ii) Three cotton shirts	(ii) Three cotton blouses
(iii) Two cotton gamuchhas	(iii) Three cotton petti coats
(iv) One woollen sweater (for winter season only)	(iv) Three cotton gamuchhas
(v) One cotton durry	(v) 4½ metres of loose cotton cloth
(vi) One woollen blanket	(vi) One woollen blouse (for winter season only)
(vii) Two cotton bed-sheets	(vii) One cotton durry
(viii) One pillow	(viii) One woollen blanket
(ix) Two cotton pillow cases	(ix) Two cotton bedsheets
(x) One cotton mosquito net	(x) One pillow
(xi) One brass plate	(xi) Two cotton pillow cases
(xii) One brass tumbler	(xii) One cotton mosquito net

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| (xiii) One brass cup | (xiii) One brass plate |
| (xiv) One aluminium cup | (xiv) One brass cup |
| (xv) One cot with kitbox and locking arrangement | (xv) One brass tumbler |
| (xvi) One wooden cloth hanger | (xvi) One aluminium cup |
| (xvii) One small mirror | (xvii) One cot with kitbox and locking arrangement |
| (xviii) One small comb | (xviii) One small mirror |
| | (xix) One comb of standard size |
| | (xx) One wooden cloth hanger |

Note - Female inmates of Central After-care Homes shall be provided with cheapest quality of glass bangles.(2)Scale of equipments prescribed for the inmates for Central Homes for Men (Males) shall be applicable to the inmates of the District After-care Shelters; provided that the scale of clothing and bedding should be reduced to the actual requirement.(3)The cotton clothing and bedding prescribed for an inmate should ordinarily last for one year and the woollen clothing and bedding for three years, pillow for five years and comb and mirror for one year. The utensils should ordinarily last for three years and wooden furnitures for at least ten years.(4)A careful record of the receipt and issue of all equipments shall be kept in the relevant registers. Separate account being maintained for each item of equipments both new and old.(5)Unserviceable articles shall be brought at least once a month before the Head of the Office of the Home/Shelter, as the case may be, who shall if satisfied regarding the unserviceability shall condemn such articles as per General Financial powers vested in him/her. Articles to be condemned beyond the financial power of the Head of Office shall be referred to the Inspector-General of Prisons, Orissa for orders.(6)Condemned clothing and bedding and other equipments not required for use shall be sold in accordance with the orders of the Inspector-General of Prisons, Orissa.(7)Each inmate's clothing and equipments shall be renewed from time to time as the necessity arises.(8)All articles should be purchased locally or from other sources by observing usual formalities with the approval of the Managing Committee. Sanction of the Inspector-General of Prisons, Orissa where necessary shall be obtained.(b)Diet-(1) The inmates shall be dieted according to the following scales :

Early morning tiffin

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|------|------------------------|----------|
| (i) | Loaf or bread or chuda | 115 Gms. |
| (ii) | Sugar | 30 Gms. |

Other meals (Mid-day and Night)

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|-------|---------------|----------|
| (i) | Rice or wheat | 470 Gms. |
| (ii) | Dal | 115 Gms. |
| (iii) | Vegetables | 235 Gms. |
| (iv) | Mustard oil | 30 Gms. |
| (v) | Salt | 20 Gms. |
| (vi) | Condiments | 5 Gms. |
| (vii) | Onion | 5 Gms. |

(viii)	Antiscorbetics	5 Gms.
(ix)	Fire wood or coal	1 Kg.
(x)	Meat or Fish	115 Gms. once a week
(xi)	Milk	255 Gms. once a week to vegetarian

(2) The scale of diet prescribed in the rule may be varied as far as possible within the estimated cost of the prescribed diet. (3) Children up to 5 years of age accompanying an inmate of the Home/Shelter will be dieted as per scale prescribed by the Medical Officer of the nearest hospital, as the case may be. (4) The food grains and miscellaneous should be procured through contract system or purchased locally in a manner as may be approved by the Managing Committee or in its absence by the Inspector-General of Prisons. (c) Other miscellaneous facilities - (1) Journeys Expenses of Inmates of Central After-Care Homes and District Aftercare Shelters - (i) Journeys expenses will be paid to persons selected from outside or on release from bail for admission to the Central Homes. (ii) Inmates of the Homes to attend interviews for purpose of job placement and rehabilitation and to join new appointments if selected. (iii) Persons for admission to the Central Homes for Men from the District After-care Shelters; provided that they are not capable of meeting the expenditure of the journeys involved for such purpose. (iv) Persons discharged from the Home or shelter on their social rehabilitation to go to their Homes. (2) Payment of journeys expenses in the above cases is subject to the following conditions : (i) The lowest charge of the cheapest conveyance available on the route is payable to the inmates. (ii) A subsistence allowance of Rs. 1.50 per day subject to maximum of 3 days under ordinary circumstances will be paid to each of the inmates from one institution to other institution or to the place of interview or appointment and vice versa, (iii) No inmate should ordinarily be allowed more than three interviews at Government cost for the purpose of attending interviews, rehabilitation or job placement. Any relaxation to this rule can only be made in deserving cases under specific approval of the Inspector-General of Prisons. (iv) Every female inmate of the institution shall be accompanied by a female employee of the Home Outrider selected for admission into the Central Home for women may be accompanied by her female attendant, if any and in such cases the attendant may be paid the actual charge of the cheapest conveyance available for both the ways, if incurred and subsistence allowance of Rs. 1.50 each per day in production of a certificate from the local Revenue authority of the Sarpanch to the effect that the women seeking admission into the Home is actually poor and has no means to meet journey expenses from her place to the Central Home for women and one escort is necessary in her case. A female employee of the Home may also be sent to bring outsiders selected for admission into the Home. (3) The Head of Office of the Home/Shelter shall be competent to sanction journey expenses of the inmates. (d) Interview - The inmates of the Home shall be allowed interview with their relatives once a fortnight excepting on Sunday and public holidays in the presence of the Superintendent or Case Worker under orders of the Superintendent within the premises of the Home. The duration of interview shall not ordinarily exceed half an hour. Interview hours shall be fixed by the Superintendent with concurrence of the Managing Committee. (e) Letters - Each inmate shall be allowed to write letter once a fortnight to his/her relatives/friends. Writing materials and post card shall be supplied to the inmates for the purpose. (f) Inunction - (i) Each inmate shall be supplied with oil and soap in the following scale L

Cocoanut oil	per week 60 gms.
Toilet soap	per week 85 gms.

Washing soda per week 85 gms.

(for washing cloth) per week 1 kg.

Firewood (for boiling dirty cloths)

(ii) Male inmates shall be provided with facilities for shaving and for this purpose shaving apparatus should be kept in the Home. They shall also be allowed to cut their hair once a month. (g) Private cash- The private cash of the inmate shall be kept in a pass book opened in the name of the inmates and shall be preserved by the Superintendent, After-care Officer until the date of discharge from the institution. Transactions of the amount kept in the pass book of an inmate during the period of his/her stay in the Home/Shelter shall be made with the approval of the Head of Office of the Home/Shelter.