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## HOME DEPARTMENT

### NOTIFICATION

The 21st April 2023

SUBJECT—Regulation of the Odisha Prison Corpus Fund.

No. 16857—HOME-JAIL-CRTN1-0002/2022-JAILS.—The Government has been pleased to constitute the Odisha Prison Corpus Fund with initial corpus of Rs. 10 crore and allow the Director General of Prisons and Correctional Services, Odisha to operate the Corpus Fund for a period of 5 years from the date of issuance of this notification for strengthening the Prison Industries.

2. Short title & commencement :—These rules may be called the Odisha Prison Corpus Fund.

3. Definitions :—

- a. 'Government' means the Government of Odisha.
- b. 'President' means the chairperson of the Committee.
- c. 'Fund' means Odisha Prisons Corpus Fund.
- d. 'Member' means member of the Committee.
- e. 'Vice- President' means Vice-Chaiperson of the Committee.
- f. 'Chairman' means Chairman of the Committee.
- g. 'Secretary' means Secretary of the Committee.
- h. 'Co-opted Member' means Co-opted member of the Committee.
- i. 'Treasurer' means treasurer of the Committee.

4. The Odisha Prisons Corpus Fund shall be operated as follows :—

4.1 Authority of the Corpus Fund : It will be managed by a Corpus Fund Management Committee under the authority of Director General of Prisons and Correctional Services, Odisha. The Management Committee of Odisha Prison Corpus Fund shall consist of the following members —

Sl. No.	Designation of the officer	Committee
(1)	(2)	(3)
1	Director General of Prisons and Correctional Services, Odisha.	President
2	Addl. D.G./I.G. of Prisons	Vice-President

(1)	(2)	(3)
3	D.I.G. of Prisons (Headquarters)	Secretary
4	Accounts Officer	Treasurer
5	Representative of Government in Finance Department	Member
6	Representative of Government in Home Department	Member
7	Domain Expert from concerned Department (as Co-opted).	Member (Co-opted)
8	E.O./S.O. (Training & Industry Section)	Member
9	Senior Superintendent of Jails	Member

4.2 Headquarters : The Headquarters of Management Committee of Corpus Fund will be in the office of the Director General of Prisons and Correctional Services, Odisha.

4.3 Quorum : Seven members of the Committee shall form a Quorum.

4.4 Meeting of the Committee : The Corpus Fund Management Committee shall meet in every quarter. The Committee shall also meet as and when the President considers expedient. Notice to hold meeting shall be delivered to every member at least one week in advance. The minutes of the meeting shall be recorded in the book.

4.5 Industrial activities : The main industrial activities of Odisha Prisons are —

1. Weaving unit
2. Durry making
3. Tailoring
4. Food Processing Unit
5. Smithy Unit
6. Carpentry Unit
7. Blanket
8. Phenyl
9. Book Binding
10. Horticulture
11. Sabai Grass Furniture
12. Dairy Farm
13. Pisciculture
14. Mustard Oil
15. Bakery
16. Poultry
17. Thunga Making
18. Agriculture
19. Fly Ash Brick Unit

In addition, there may be other industrial activities carried out if found suitable.

4.6 Constitution and management of Odisha Prison Corpus Fund :

Rs. 10 crore allotted by the Government of Odisha shall be initial funds for constitution of Odisha Prison Corpus Fund. All moneys received by way of sale proceeds shall be deposited

under the heads of account :

“0056-JAILS-102-SALE OF JAIL MANUFACTURES-02128-Sale Proceeds of Jail manufactured goods.”

The initial corpus and yearly receipts in the form of sale Proceeds of jail manufactured goods funds can, then, be drawn through the budgetary route under the heads of account

“D. No.01- 2056- JAILS-EOM Expenditure-00-001- DIRECTION AND ADMINISTRATION-0618-Headquarters Organisation- 78825-Odisha Prison Corpus Fund.”

This fund shall be maintained in the joint Bank Account in a Scheduled Commercial Bank in the name of Odisha Prison Corpus Fund. The Odisha Prison Corpus Fund with initial corpus of Rs.10.00 crore and mechanism to utilize the receipt under head “02128-Sale Proceeds of Jail manufactured goods” shall be operation for a period of 5 years from the date of this notification.

4.7 Accounting Procedure for operation of Odisha Prison Corpus Fund : The Corpus Fund shall be maintained in the following manner :

- i. The funds shall be maintained in the joint Bank Account opened by the Secretary and Treasurer maintained in a Scheduled Commercial Bank in the name of Odisha Prison Corpus Fund.
- ii. The interest, thereof, shall remain in the account and form part of the fund, which shall be utilized as per approval of the Corpus Fund Management Committee.
- iii. The accounts shall be comprised of Cash Book, Ledger, Receipt Book, Contingent Register, Vouchers and Minute’s book etc.
- iv. Proper accounts of receipts and expenditure shall be maintained by the Secretary and Treasurer and checked by the President.
- v. The Secretary and Treasurer will ensure the receipts and payments are duly filed for audit check. They shall remain responsible for the safe custody of money and assets of the Fund.
- vi. Amount shall be withdrawn only with approval of the President of the Corpus Fund Management Committee.
- vii. The Secretary and Treasurer will be in-charge of the cheque books and make out the cheques for approval of the President and draw the amount.
- viii. In case funds remain idle without any scope of its utilization during a given financial year, the Corpus Fund Management Committee can decide to invest such fund in a fixed deposit instrument of the same Scheduled Commercial Bank in which the bank account of the Odisha Prison Corpus Fund is being operated. The accounting procedure of the Fund shall be applicable for operation of the fixed deposit accounts, if any.

4.8 Administration of Corpus Fund in Jails of the State :

- i. The Superintendent of concerned Jails/Head of Institution shall be required to open a zero Balance Subsidiary Account in the name of Odisha Prison Corpus Fund with same Scheduled Commercial Bank, as desired by Prisons Directorate.
- ii. Moneys received in Cheque/DD’s shall be deposited in the Odisha Prison Corpus Fund and interest, thereof, shall remain in the account and form part of the fund, which shall be utilized as per approval of Management Committee.

- iii. The fund shall be administrated by an Executive Committee consisting of following members in respect of each jail —
  - a. In case of Circle Jails, District Jails, Special Jails, Female Jail and Prisons of equal ststus :—
    - i. The Superintendent/ Jailor : Chairman
    - ii. Jailor/Asst. Jailor : Secretary
    - iii. Jail Medical Officer : Member
    - iv. Prison Welfare Officer : Member
    - v. Chief Warder : Member
    - vi. Accountant/ Clerk (if any) : Treasurer.
  - b. In case of Subsidiary Jails/ Special Sub-Jails :—
    - i. The Jailor-*cum*-Superintendent : Chairman
    - ii. Assistant Jailor : Secretary
    - iii. Medical Officer/ Pharmacist : Member
    - iv. Prison Welfare Officer (if any) : Member
    - v. Chief Warder : Member
    - vi. Accountant/ Clerk (if any) : Treasurer
  - c. Two-third of the total numbers of the Committee shall form the quorum.
  - d. The minutes of the meetings shall be recorded in a book.
  - e. Proper accounts of receipts and expenditure shall be maintained by the Treasurer and checked by the Secretary. The accounts shall comprise of Cash Book, Ledger, Receipt Book, Contingent Register, Dead Stock Register, Vouchers and Minute's Book etc. Transactions receipt and expenditure shall be entered in the relevant registers immediately as they take place. Cash Book shall be checked and signed by the Secretary in detail whenever there are fresh entries in it and then it shall be checked and signed by the Chairman at the end of every week.
  - f. On the last working day of each month, the Chairman shall conduct the physical verification of cash in hand and balances in the pass book. The Chairman shall also check the vouchers and ensure about the correctness of the accounts maintained by the Treasurer and record a certificate of such verification in the relevant register under her/ his own signature.
  - g. No special remuneration shall be paid to the staff engaged in management of the fund.
  - h. The report of the correctness of the accounts and the cash shall be put before Executive Committee in the first meeting of the next month and shall be recorded in the minute's book.
  - i. The Odisha Prison Corpus Fund shall not be utilised for purposes other than the prison industries.

4.9 Statutory Audit : These accounts (Odisha Prison Corpus Fund) shall be audited for every financial year (i.e., from the 1st April to the 31st March) by Departmental Auditors. The accounts of the Fund shall be open to audit by Accountant General, Odisha.

## 4.10 Guidelines for Utilization of the Fund :

- a. The respective Superintendent/ Jailer-*cum*-Superintendent of Prison Industry shall furnish a detailed proposal through the Sr. Superintendent addressed to the President. Odisha Prisons Corpus Fund duly justifying the requirement of the funds on advance (interest free) basis for existing or newly proposed Prison Industries.
- b. The proposal shall be placed before the Corpus Fund Management Committee and the Committee shall examine the need for sanction of advance and issue sanction orders.
- c. The sanctioned amount shall be recovered within a time frame fixed by the Management Committee.
- d. The Cheques/ Demand Drafts for payment shall be drawn in favour of the "President, Odisha Prisons Department Corpus Fund".
- e. The concerned Superintendent/ Jailer-*cum*-Superintendent of Prison Industry who proposed for the loan/ advance shall be responsible for proper utilization of the funds sanctioned. The concerned Superintendent of the Jail shall intimate to the President, Odisha Prisons Corpus Fund immediately after utilizing the funds.
- f. The profit and sale proceeds generated in Prison Industries shall be deposited in the State Treasury under the receipt heads of account;  
 "0056- JAILS- 102- SALE OF JAIL MANUFACTURES- 02128- Sale Proceeds of Jail manufactured goods."
- g. Misuse of the Funds entrusted to an officer shall be liable for disciplinary action, if she/ he misuses the funds for any purpose other than that is specified under these rules.
- h. No amendments, alternations or extension shall be made in the rules without prior approval of the Government.

4.11 Submission of Reports : The Superintendent of each prison shall submit a half yearly report (i.e., April to September and October to March) to the Director General of Prisons indicating the activities, initial balance in the fund, receipts, the detail statement of disbursement from the fund, the final balance in the fund and proceedings of the meetings held. The Range Deputy Inspector General of Prisons shall examine the reports and submit the consolidated report to the Prisons Directorate with his comments or views to improve/ regulate the fund not later than the last day of November and the last day of May every year. The accounts shall be audited for every financial year by Departmental Auditors.

5. The Director General of Prisons and Correctional Services, Odisha shall take further necessary action accordingly in the matter.

6. This notification is issued with the concurrence of Finance Department in OSWAS File No. HOME-JAIL -CRTN1-0002-2022.

By order of the Governor

D. K. SINGH

Additional Chief Secretary to Government