

2015

CITIZEN'S CHARTER
PRISONS DEPARTMENT

1. **Name of the Department**

Prisons Department, Government of Meghalaya.

2. **Office Address**

Prisons Department,
Room No. 110,
Main Secretariat Building,
I.G.P. Point, East Khasi Hills, Shillong 793001.

3. **Department's contact No.**

Phone No. 0364-224201-2332 (EPABX)

4. **Websites:**

All information relating to the Prisons Department can be viewed on its website-
<https://megprisons.gov.in>.

5. **Functions & Objectives:-** The main objective of the Department is to ensure safe custody of the prisoners. It is also a constituent part of the law and order machinery and an essential ingredient of criminal justice. The reformation of prisoners during their jail term to enable them to live as law abiding citizens after release from jail and during incarceration is also an integral part of its functioning.

The Prisons Department also deals with the organisation and recruitment of Prison personnel, training of various categories of Officers and staff, the implementation of programmes and services for the training of prisoners, their treatment, concessions and facilities to prisoners, petitions and appeals received from prisoners, remission etc.

6. **Vision :** All prisoners lodged in the District Jails of the State should leave the jail more inclined to live as responsible citizens of the State.
7. **Mission:** The Prisons Department aims to expand and modernise jails in order to cater to the needs of the prisoners as per the present socio- economic and security scenario in the country. Till date, there are 5(five) District Jails in Meghalaya at Shillong, Jowai, Tura, Williamnagar and Nongpoh. The construction of a District Jail at Nongstoin, West Khasi Hills District is under way and construction of the District Jails at Khliehriat and Ampati is under consideration.

8. Organizational set-up of the Department:

The present Organizational set-up of the Department is as follows-

<u>Officer/Designation</u>		<u>Names</u>
Minister I/c	-	Shri A.L.Hek, Room No. 401 Main Secretariat Building Phone No- 2505591 EPABX - 2022
Commissioner & Secretary	-	Shri A. Mawlong, I.A.S., Room No. 203 - Additional Secretariat Building Phone No. 9856022444 EPABX- 2227042
Joint Secretary	-	Smti A.Nikhla, M.C.S., Room No. 504 Additional Secretariat Building Mobile No - 9436102917
Under Secretary	-	Smti I.Synrem, Room No.110 Main Secretariat Building Phone No-2224201 EPABX -2308

Departmental level:

The Superintendent of the Department is supported by the Assistant Superintendent, UDA, LDA, Typist and Grade IV staff (total strength at the department level = 17.)

9. Departmental Grievance Redressal Mechanism:

The Department has a Grievance Redressal Mechanism to look into the grievance of the Citizens or stakeholders in matters/subjects relating to the functioning of the Prisons Department. The particulars are given below:

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Name of the Public Grievance Redressal Officer:

At the Secretariat level - Smti. I. Synrem, Under Secretary, Prisons Department, Room No.110, Main Secretariat Building, IGP Point, Shillong – 793001, Phone No. 2224201 EPABX -2308.

At the Directorate level – Shri R. K. M. Sangma, Asstt. Inspector General of Prisons, O/o The Director General of Prisons, Horseshoe Building, Lower Lachumiere, Meghalaya, Shillong – 793001, Mobile No. 9436113862.

10. Right to Information:

Under the Right to Information Act, 2005, the authorities notified by the Prisons Department for the provision of information sought by citizens as prescribed under the Act and Rules framed there-under are as follows:

Name of the Appellate Authority: Commissioner & Secretary, Prisons Department, Room No. 203, Additional Secretariat Building, I.G.P. Point, Shillong – 793001. (Phone No. 2227042).

Name of the Public Information Officer : Smti. I. Synrem, Under Secretary, Prisons Department, Room No.110, Main Secretariat Building, IGP Point, Shillong – 793001 (Phone No. 2224201 & EPABX -2308.)

Availability of information: The Department 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 in this regard.

The Department is open to visitors who have been given entry passes, on all working days.

11. Acts / Rules governing the administration of jails in Meghalaya:

- 1) The Assam Jail Manual, 1894
- 2) The Prisoners Act, 1894

12. The following are the Boards/Committees notified by the Government to monitor the functioning and administration of jails.

Board of Visitors consisting of the following members:

1) Shillong District Jail

- | | | |
|-------|---|------------|
| (i) | District Magistrate, East Khasi Hills, Shillong | - Chairman |
| (ii) | Chief Judicial Magistrate, East Khasi Hills, Shillong | Member |
| (iii) | Shri W.H.D.Syngkon, Sr.Advocate, Mawkhar
Main Road, Shillong | - Do- |
| (iv) | Shri George G.Pariat, President of Jyoti Sroat School | -Do- |
| (v) | Smti Theilin Phanbuh, President Ka Synjuk ki Seng
Kynthei. | - Do- |
| (vi) | Smti I.M. Syiem, Professor, Department of Sociology,
St. Edmund's College, Shillong. | - Do- |

2) Jowai District Jail

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|-------|--|------------|
| (i) | District Magistrate, West Jaintia Hills, Jowai | - Chairman |
| (ii) | Chief Judicial Magistrate, West Khasi Hills, Jowai | - Members |
| (iii) | Shri B.N. Lamare, Tpep Pale, Jowai | - Do - |
| (iv) | Dr. B.Plain, Iawmusiang, Jowai | - Do - |
| (v) | Shri D.N. Mosahari, Chutwakhu, Jowai | - Do - |
| (vi) | Shri J. B.Laloo, Chutwakhu, Jowai | - Do - |

3) Tura District Jail

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|-------|--|------------|
| (i) | District Magistrate, West Garo Hills, Tura | - Chairman |
| (ii) | Chief Judicial Magistrate, West Garo Hills, Tura | - Do - |
| (iii) | Fr. Sunny Joseph Marvelil, Director & Secretary,
BAKDIL, West Garo Hills, Tura | - Do - |
| (iv) | Shri Anup Nag, Secretary Central Puja Committee
West Garo Hills, Tura | - Do - |
| (v) | Shri Barlind M. Sangma, (Retd) District Malaria
Officer, R/o Matchakolgre West Garo Hills, Tura | - Do - |
| (v) | Rev. Manh seng A. Momin, UCA Church, West
Garo Hills, Tura | - Do - |

4) Williamnagar District Jail

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|-------|--|------------|
| (i) | District Magistrate, East Garo Hills, Williamnagar | - Chairman |
| (ii) | Chief Judicial Magistrate, East Garo Hills,
Williamnagar | - Member |
| (iii) | Smti. GTR Marak, Headmistress, Educere Higher
Secondary School, Kusimkolgre, Williamnagar | - Do - |
| (iv) | Shri P.R.Marak, Retired MCS, Kolmesalgre,
Williamnagar | - Do - |
| (v) | Shri Joseph S. Sangma, Advocate, Songsak
Agitokgre | - Do - |

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St. Edmund's College, Shillong. | | - Do- |

2) Jowai District Jail

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|-------|--|---|-----------|
| (i) | District Magistrate, West Jaintia Hills, Jowai | - | Chairman |
| (ii) | Chief Judicial Magistrate, West Khasi Hills, Jowai | | - Members |
| (iii) | Shri B.N. Lamare, Tpep Pale, Jowai | | - Do - |
| (iv) | Dr. B.Plain, Iawmusiang, Jowai | | - Do - |
| (v) | Shri D.N. Mosahari, Chutwakhu, Jowai | | - Do - |
| (vi) | Shri J. B.Laloo, Chutwakhu, Jowai | | - Do - |

3) Tura District Jail

- | | | | |
|-------|--|---|----------|
| (i) | District Magistrate, West Garo Hills, Tura | - | Chairman |
| (ii) | Chief Judicial Magistrate, West Garo Hills, Tura | | - Do - |
| (iii) | Fr. Sunny Joseph Marvelil, Director & Secretary,
BAKDIL, West Garo Hills, Tura | | - Do - |
| (iv) | Shri Anup Nag, Secretary Central Puja Committee
West Garo Hills, Tura | | - Do - |
| (v) | Shri Barlind M. Sangma, (Retd) District Malaria
Officer, R/o Matchakolgre West Garo Hills, Tura | | - Do - |
| (v) | Rev. Manhseng A. Momin, UCA Church, West
Garo Hills, Tura | | - Do - |

4) Williamnagar District Jail

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|-------|--|---|----------|
| (i) | District Magistrate, East Garo Hills, Williamnagar | - | Chairman |
| (ii) | Chief Judicial Magistrate, East Garo Hills,
Williamnagar | | - Member |
| (iii) | Smti. GTR Marak, Headmistress, Educere Higher
Secondary School, Kusimkolgre, Williamnagar | | - Do - |
| (iv) | Shri P.R.Marak, Retired MCS, Kolmesalgre,
Williamnagar | | - Do - |
| (v) | Shri Joseph S. Sangma, Advocate, Songsak
Agitokgre | | - Do - |

5) Nongpoh District Jail

- (i) District Magistrate, Ri- Bhoi District, Nongpoh - Do -
(ii) Chief Judicial Magistrate, Nongpoh - Do -
(iii) Shri. Thomas Mallai, Bosco Integrated
Development Society, Shillong - Do -
(iv) Smti. W.K. Blah, Principal, Alpha English
Higher Secondary School, Nongpoh - Do -

2) UTP Review Committee consisting of the following members:

Sl No.	Designations and functions	Districts
1.	District & Sessions Judge of the District - Chairman	For the District of East Khasi Hills, Shillong, West Jaintia Hills, Jowai, East Jaintia Hills, Khliehriat, South West Khasi Hills, Mawkyrwat, West Garo Hills, Tura, East Garo Hills, Williamnagar, North Garo Hills, Resubelpara, South Garo Hills, Baghmara, South West Garo Hills, Ampati West Khasi Hills, Nongstoin, Ri-Bhoi, Nongpoh,
2.	Superintendent of Police of the District - Member	
3.	Superintendent of Jail of respective District - Member	
4.	Public Prosecutor of the District - Member	



(Shri. A. Mawlong, IAS.,)

Commissioner & Secretary to the Govt. of Meghalaya,
Prisons Department.