

OFFICE OF THE INSPECTOR GENERAL OF PRISONS
GOVERNMENT OF PUDUCHERRY

No.15/IGP/PA/2011-12

Dt: 28.09.2011

STANDING ORDER-7

- Sub: Video Conferencing Systems - to make full utilization of Video Conferencing Systems – Guidelines issued – Reg
- Ref: 1. Guidelines of Hon'ble High Court vide ROC No.6A/2005/Comp4 dt:13.03.2009
2. Letter No.ROC No.6A/2005/Comp4. Dt:19.09.2011 of Registrar (Administration), High Court, Madras.
3. Letter No.1107/JD/A/2011 dt:22.09.2011 of Hon'ble Chief Judge, Puducherry.

Prison Department has set up Video Conferencing facilities in Central Prison, Kalapet, Special Sub-Jails and Sub-Jails in U.T of Puducherry. Similar facilities has been installed in the Court premises in all four regions. The Principal Warder / Warders have been trained by NIC. The following instructions are issued for smooth functioning of Video Conferencing facilities.

- (i) Superintendent of Jail in all four regions are directed to depute Principal Warders / Senior most Warders on duty at the Video Conferencing facilities in Central Prison, Special Sub-Jail and Sub-Jails for operating the Video Conferencing facilities.
- (ii) Superintendent of Jails are instructed to ensure the facilities are kept in operational condition at all times and in case of any problem they shall inform the concerned official in NIC, Chief Secretariat, Puducherry.
- (iii) Superintendent of Jail concerned / officer in charge of each Video Conferencing facility at Prison shall maintain a Register keeping log of the production of inmates via Video Conferencing and his next date of production in the format prescribed.
- (iv) The Video Conferencing call shall be initiated by officer on duty at Video Conferencing. It shall be the responsibility of official on duty at the Video Conferencing facility in Prison to ensure that all inmates due for production on the day are in attendance at the Video Conferencing prior to initiating Video Conferencing call with Court Video Conferencing and arrival of the concerned Judicial Magistrate. They shall observe proper decorum and ensure discipline behavior from the inmates.
- (v) They shall take steps to inform SHO of the concerned Police Stations in case Video Conferencing is down on a day to enable them to arrange for Escorts for production of under trial inmates before the respective Judicial Magistrate.
- (vi) It shall be the duty of officer on duty to ensure safety and security of equipments during operation of Video Conferencing. In case of any disturbance he shall immediately call for assistance and submit a full report to Superintendent of Jail concerned.
- (vii) Superintendent of Jail shall inspect the Video Conferencing facility on weekly basis and satisfy of proper functioning of Video Conferencing facility. An inspection record entry shall be made in Video Conferencing Register.

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(from pre-page)

- (viii) The Chief Superintendent of Jails shall be the coordinating officer and ensure timely receipt of bills maintenance charges and settlement of bills. He shall also liaise with Nodal Officer at the respective Courts and shall have overall responsibility of smooth functioning of Video Conferencing facility in all locations.
- (ix) The Nodal Officer of Video Conferencing facility shall keep a log register for complaints sent to NIC indicating dates, time, name of officer reporting and nature of problem. After complaints are attended to the same shall be recorded in the Log Register indicating date, time, name of service personnel attending to it. The log entry shall be signed by Officer on Duty and Courts signed by Nodal Officer / Superintendent of Jail.
- (x) Any higher officer inspecting the Video Conferencing Facility Register / Log Register shall record his observations duly signing with date and time. It shall be responsibility of Nodal Officer to attend to the observations and record steps taken. Action taken report shall be countersigned by Superintendent of Jail.
- (xi) Deputy Superintendent of Jail / Senior most Assistant Superintendent of Jail, Central Prison, Kalapet shall be Nodal Officer. Assistant Superintendent of Jail / Senior most Principal Warder shall be Nodal Officer in charge of Video Conferencing facility in Special Sub-Jail, Karaikal / Sub-Jail, Mahe / Yanam. The Nodal Officers shall maintain the duty roster of Officials on Duty for Video Conferencing facility in Central Prison / Special Sub-Jail / Sub-Jails in Mahe / Yanam.
- (xii) A quarterly report on utilization of Video Conferencing Facility in all centres (prison) indicating number of cases taken up through Video Conferencing Facility (inter-regional, intra-regional and outside States) shall be submitted to Chief Superintendent of Jails. Chief Superintendent of Jails shall send a half-yearly report consolidating all particulars.
- (xiii) Chief Superintendent of Jails / Superintendent of Jail, Central Prison, Kalapet / Special Sub-Jail, Karaikal / Sub-Jails, Mahe / Yanam are directed that henceforth all cases of remand extension shall be through Video Conferencing facility excepting the circumstances enumerated in Hon'ble High Court's Madras letter dt:13.03.2009. Superintendent of Jails and Nodal Officers concerned shall be responsible for observing compliance with these instructions and guidelines of Hon'ble High Court, Madras.

These instructions come into effect immediately.

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28/9/2011
(PANKAJ KUMAR JHA)

Inspector General of Prisons

To,

The Superintendent of Jail, Central Prison, Puducherry / Special Sub-Jail, Karaikal / Sub-Jail, Mahe / Yanam.

Copy to

1. The Chief Superintendent of Jails – for follow up.
2. The Nodal Officer, Video Conferencing Facility, Puducherry/Karaikkal / Mahe / Yanam

Copy for information to:

1. The Hon'ble Chief Judge, Puducherry.
2. The Special Officer, Judicial Department, Puducherry.
3. The Additional District Judge, Karaikal
4. The Sub Judge, Mahe / Yanam.

Copy for information to:

1. The Chief Secretary to Government, Puducherry.
2. The Inspector General of Police, Puducherry.

Copy to

Video Conferencing File No. No.25-6/IGP/PA/2010-11 dt:20.12.2009