



SUPPLEMENT TO THE

# Ceylon Government Gazette

---

No. 5,283.—FRIDAY, APRIL 27, 1894.

---

Published by Authority.

---

## GOVERNMENT NOTIFICATION.

---

**I**T is hereby notified by the Governor, acting with the advice of the Executive Council, that all rules now in force relating to Prisons, and to any of the matters contained in "The Prisons Ordinance, 1877," are repealed as from and after the 14th day of May, 1894, and the following General Rules for all Prisons, made by the Governor, acting with the advice of the Executive Council, in pursuance of the said "Prisons Ordinance, 1877," are published for general information, and shall have effect from the date above mentioned.

By His Excellency's command,

E. NOEL WALKER,  
Colonial Secretary.

Colonial Secretary's Office,  
Colombo, April 18, 1894.

---

## CONTENTS.

	PAGE
Duties of the Director and Inspector-General of Prisons	1
Rules with reference to the Duties of Superintendent	2
Rules as to the Medical Officer	5
Rules as to the Jailor	9
Rules as to the Deputy Jailor	13
Rules as to the Overseers, Warders, and other Subordinate Officers	13
Rules as to Admission and Discharge of Prisoners	17
Rules as to Separation and Classification of Prisoners	19
Rules as to Female Prisoners	20
Rules as to Civil Prisoners and Prisoners under Remand	21
Rules as to Prisoners sentenced to Simple Imprisonment	23
Rules as to Labour of Convicted Prisoners	23
Rules as to Food, Clothing, and Bedding	24
Rules as to Letters, Visits, and Petitions	26
Rules as to Prohibited Articles	26
Rules as to Religious Instruction	26
Rules as to Prison Offences and Punishments	27
Rules as to Prisoners sentenced to Death	29
Rules as to Prison Visitors	30
Rules as to Transfer of Prisoners...	31
Class Rules	32
Regulations for Marks and Remission	33

# PRISONS MANUAL.

---

GENERAL RULES made on April 4, 1894, by the Governor, acting with the advice of the Executive Council, under "The Prisons Ordinance, 1877."

The Manual of Rules dated 1892 has been cancelled.

---

## DUTIES OF THE DIRECTOR AND INSPECTOR-GENERAL.

THE Director and Inspector-General is invested (subject to the orders of Government) with the general control and superintendence of all Prisons situated in the Island (see section 9 of "The Prisons Ordinance, 1877"). He shall visit and inspect the Prisons in Colombo once at least in each month, and every other Prison in the Island as often as he can conveniently do so, but never less than once a year.

2. He shall on each visit inspect and countersign the following books: the Standing Order Book, the Superintendent's Order Book, the Morning State, the Lock-up Register, the Admission Register, the Medical Journal, the Private Property Book, the Report Books against both Prisoners and Officers, the Mark Ledger and some of the Mark Books, the Prisoners' Correspondence Register, the File of Orders issued under rule 115, the Ration Return Book, the Gate Book; and shall read the minutes, remarks, and other records of the officers, as well as the journals and records of the Medical Officers, relating to occurrences since his last visit.

3. He shall see every prisoner detained in the Prison, specially visiting those in solitary confinement or punishment cell, and he shall inquire into all complaints and applications the prisoners may make to him, and make such order thereon as he shall think proper. Provided that such order shall not be contrary to anything in "The Prisons Ordinance, 1877," or in these regulations contained.

4. He shall notify to the Principal Civil Medical Officer the intended removal of any body of prisoners exceeding twenty in number.

5. He shall submit to the Government annually, before March 31 in each year, a report upon all the Prisons of the Island for the preceding year, giving statistics of prisoners in such form as may be approved by the Government, together with his remarks on every point of Prison management; and this may contain a brief record of the history of each separate Prison for the year.

6. He shall from time to time submit to the Government special reports of such of the Prisons as are not in a creditable state, with the explanation of the officer in charge.

7. The Director and Inspector-General shall have power, from time to time as he may deem proper, to remove from one Prison to another all subordinate officers of Prisons appointed by him, and shall recommend, when he deems it necessary, the removal of any Jailor, Assistant Jailor, or Matron appointed by the Governor.

8. He may, in case of serious misconduct on the part of the Jailor, Assistant Jailor, or Matron, suspend any of these officers, and in such case, and whenever necessary, appoint any person to perform the duties of the officer so incapacitated, reporting his proceedings to the Government for decision.

9. The Director and Inspector-General shall draw or cause to be drawn a brief summary or abstract of prison offences, punishments, and rules relating to classification and remission. A copy of this abstract, pasted on thick cardboard and signed by the Director and Inspector-General, shall be hung up in a conspicuous place in every cell, and four copies in each ward.

10. The Director and Inspector-General shall have power to sanction any charge for repairs within Rs. 50 per annum per Prison, provided that the vote for repairs be not exceeded.

11. The Director and Inspector-General shall have power to offer rewards for the recapture of escaped prisoners on the following scale :—

When a prisoner has still to serve less than six months of an unexpired sentence, Rs. 10.

When a prisoner has still to serve over six and less than twelve months of an unexpired sentence, Rs. 15.

When a prisoner has still to serve over one year and less than three, Rs. 25.

When a prisoner has still to serve over three years, Rs. 30.

When a prisoner is unconvicted, any sum not exceeding Rs. 30, which may be fixed by the Superintendent of the Prison from which the prisoner escaped.

#### RULES WITH REFERENCE TO THE DUTIES OF SUPERINTENDENT.

12. The Superintendent is vested with the executive management of the Prison in all matters relating to discipline, labour, expenditure, punishment, and control generally, subject to the limitations prescribed by "The Prisons Ordinance, 1877."

13. He shall make himself acquainted with the provisions of the Ordinance and rules relating to Prisons, and shall adhere to them himself, and shall require obedience to the rules from the officers and servants of the Prison and from the prisoners.

14. He may authorize a number of prisoners (not exceeding that fixed for the Prison by the Director and Inspector-General) to be employed in the service of the Prison ; but neither prisoners nor officers shall be employed in his own private service or in that of any of the Prison officers, except under the conditions specified in rule 139.

15. He shall visit the Prison constantly and examine the registers and account books, and read over the entries made in the several Diaries since his last visit, and shall sign the books in record of his having done so.

16. He shall visit the Prison hospital frequently, and see that proper arrangements are made for the safe custody of the sick prisoners, and that discipline is maintained as far as is consistent with medical treatment prescribed for them.

17. He shall inspect the yards, cells, cook-rooms, latrines, and every part of the Prison at least once a month, at uncertain times ; and he shall take care that any prisoners who have any complaints or

applications to make are allowed to make them, subject to the provisions of "The Prisons Ordinance, 1877," and these regulations. The Superintendent shall hear and decide all such complaints.

In cases in which he receives a written demand under rule 84 he shall hear and decide the complaint within one week of receiving the demand. If the demand be to see a Visitor or the Inspector-General, the Superintendent shall immediately communicate with a Visitor or the Inspector-General asking him to name a day and hour on which he can see the prisoner.

18. He shall occasionally visit the Prison at night at an uncertain hour, which visit, with the hour and state of the Prison at the time, he shall record in the Prison Diary.

19. He shall report without delay to the Director and Inspector-General the escape of any prisoner and the re-apprehension of any escaped prisoner, from whatever Prison he has originally escaped. He shall also report to the Police and headmen according to the established rules.

20. He shall take care that the notice board, required by law to be placed in some conspicuous place near the Prison gate, cautioning persons from bringing spirits, opium, tobacco, betel, letters, or other prohibited articles into the Prison, is duly maintained.

21. He shall read or cause to be read by a responsible officer appointed by him, every letter addressed to or written by a prisoner, all such letters being marked with the initials of the officer who read them. He shall use his discretion in communicating to or withholding from a prisoner at any time the contents of any letter addressed to such prisoner; but all cases in which he may think proper to withhold a letter which, according to the rules, may be communicated to or written by a prisoner, shall be noted in the Prison Diary. He shall also enter or cause to be entered in the Diary any instance in which he may think fit to refuse admission to the friends of a prisoner, and the cause thereof, if the prisoner is entitled under the Prison regulations to such visit.

22. He shall take care that the written recommendations of the Medical Officer for separating prisoners labouring under infectious or contagious diseases, or suspected thereof, are carried into effect, and that proper directions are given for cleansing and disinfecting any place occupied by such prisoners; and for washing, disinfecting, fumigating, or destroying any foul or suspected apparel or bedding.

23. He shall also take care that the written recommendations of the Medical Officer are attended to as to the supply of any additional bedding or clothing, or alterations of diet for any prisoner in hospital, and he shall, except in special cases, cause to be carried into effect any written recommendation with reference to any alteration of discipline or treatment in the case of any prisoner, and he shall note every case in which any recommendation is not carried into effect, and the reason therefor, reporting the same to the Director and Inspector-General for his decision.

24. Bodies of such prisoners as die in prison, otherwise than by execution, shall on application be given to friends or relatives for interment as they think fit, but such bodies as are unclaimed shall be buried in the place duly appointed by Government for such burials.

25. He shall take care that the Jailor keeps an inventory of all articles of stores, clothing, bedding, &c., under his charge, and that the actual quantity of such articles remaining in store be counted or otherwise ascertained in the months of June and December of each year :

and he shall satisfy himself of the correctness of the inventory, and shall countersign the same. He shall also take care that at every such verification the Jailor shall bring forward for inspection such stores and articles of clothing and bedding, &c., as are unserviceable or unrepairable, in order that they may be condemned or otherwise disposed of; and he shall immediately bring to the notice of Government any deficiency that may come to his knowledge. He shall also require a verification of stores where there is a change of a Jailor.

26. He shall frequently inspect the provisions furnished for the prisoners, and satisfy himself by personal observation regarding the quality of the different articles of food supplied for their use. He shall sometimes visit the prisoners at meal times, and inquire into any complaint that may be made to him regarding the quantity and quality of rations.

27. He shall communicate with the Director and Inspector-General of Prisons in matters relating to the Prison, apprising him of any occurrence of importance; and in case of any emergency act to the best of his own judgment according to the circumstances of the case in the manner laid down in rule 117.

28. He shall, in the case of misconduct or neglect of duty, have power to suspend from duty any Jailor or Assistant Jailor, Matron, or subordinate officer, and shall report such suspension, and the cause thereof, without delay to the Director and Inspector-General of Prisons.

29. He shall have power to engage temporarily any additional subordinate officers required for the service of the Prison, or the transfer of any prisoner in his custody to any other Prison.

30. He shall bring to the notice of the Director and Inspector-General of Prisons without delay the case of any child of tender years who may be sentenced to imprisonment, and who should in his opinion be discharged, in order that it may be brought under the consideration of the Governor.

31. The Superintendent shall submit to the Director and Inspector-General by March 1 in each year an annual report of the Prison for the previous year, referring to all subjects of interest, and giving a brief history of the Prison, in such form as shall be prescribed from time to time. He shall furnish a monthly return showing the number of prisoners detained in the Prison, and returns of all matters relating to the Prison in the prescribed form.

32. He shall, as a rule, transact Prison business in the Prison premises; and shall not, except in cases of necessity, require the attendance of the Jailor or Assistant Jailor outside the Prison.

33. He shall keep notes (more or less full according to the seriousness of the charge and the probable punishment in case of conviction) of all inquiries held by him.

34. When a Superintendent has grounds for doubting the sufficiency of any committal addressed to him, he shall refer the same to the Solicitor-General or some Crown Counsel, and be guided by the opinion expressed by that officer in regard to the committal.

He shall also make application to court for revision of sentence under clause 388 of the Procedure Code.

35. Demands on the contractor for supplies other than prison diets or hospital extras should be signed by the Superintendent or some person authorized by him other than the Jailor. Such demands shall be made on the proper printed form, and a separate book shall be kept for those orders.

36. The Superintendent shall frame subsidiary rules for the guidance of the gate-keeper of his Prison. Such rules shall be subject to the approval of the Director and Inspector-General of Prisons, and a copy signed by the Superintendent shall be kept hung up in a conspicuous place near the gate.

37. The Superintendent shall see that a Standing Order Book and Superintendent's Order Book are kept in the Prison. In the former shall be entered all permanent orders issued for the guidance of the establishment; in the latter, all orders issued by the Superintendent for the guidance of his officers.

38. On the Medical Officer certifying that a prisoner's life is in danger, the Superintendent shall allow the prisoner, if he so desires it, to see his relatives, if this is not objected to on medical grounds.

39. The Superintendent may for special reasons, by an order in writing, allow visits and letters in excess of those sanctioned by the class rules.

40. The Superintendent is empowered to frank authorized correspondence from prisoners to their friends.

41. The Superintendent shall submit to the Director and Inspector-General, for the consideration of His Excellency the Governor in Executive Council, the name of every prisoner sentenced after March 1, 1891, who has earned 35,770 marks; also the case of every prisoner who having been fifty years of age or upwards at the time of admission has earned 22,995 marks. The cases of prisoners sentenced prior to March 1, 1891, should be dealt with in the manner laid down in Circular 911 of April 1, 1892, a copy of which should be kept in the Mark Ledger.

#### RULES AS TO THE MEDICAL OFFICER.

42. The Medical Officer of every Prison shall have the medical charge of all the prisoners therein, and of their treatment when sick. He shall also give medical advice and assistance, including medicine, to the Jailer, Assistant Jailer, Matron, and subordinate officers of the Prison and their families, if such families reside within a mile of the Prison. He shall report from time to time as may be directed, upon the sanitary conditions of the Prison, the health of the prisoners, and the health of the Prison officers, and in reference to any other point in connection with the maintenance of health in the Prison upon which he may be directed to report.

The Assistant Medical Officer shall be subordinate to the Medical Officer, and shall assist him in all the duties enumerated in these rules, and shall, in the absence of the Medical Officer, perform any and every one of the duties imposed on the Medical Officer under these rules.

43. The Medical Officer shall be subject to the control of the Principal Civil Medical Officer. But it shall be his duty to afford at all times information direct to the Director and Inspector-General of Prisons or the Superintendent, when required to do so, on all matters connected with the Prison and the prisoners.

44. The Medical Officer shall make himself thoroughly acquainted with the regulations of the Prison to which he is attached, so far as his own duties are concerned.

45. The Medical Officer shall visit the Prison every day, unless prevented by some unavoidable cause, at such hour as the Principal Civil Medical Officer, after consultation with the Superintendent, shall appoint. At such visit he shall first see every prisoner reported to be sick, and shall direct whether he shall be sent to hospital or treated in his cell. In the latter case, he shall give directions for the treatment

of such prisoner, but all prisoners suffering from serious illness shall be sent to the hospital. The Medical Officer shall, after disposing of the new cases, visit the Prison hospital and prescribe for all the patients therein. He shall also visit every prisoner in punishment cell or solitary confinement, or deemed to be malingering, as herein-after provided. He shall pay such further visits during the day as the severity of the illness of any prisoner may make proper. And in cases of epidemic or general sickness he shall not fail to visit the Prison twice every day at the least.

46. If prevented from attending to his duties by illness or other unavoidable cause, he shall communicate the circumstances without delay, and inform the Superintendent of the arrangements that have been made for the discharge of his duties.

47. He shall keep a Medical Register or Journal, in which he shall enter daily the date of every visit to the Prison; the name of every prisoner brought under his treatment or observation; the nature of the disease for which he is treated, and the medicines ordered for each such prisoner or for any Prison officer, day by day; names of all prisoners discharged from the hospital, and the names of all prisoners in the jail who are only fit for light labour; and he shall add any observations which he may deem it necessary to record in connection with each case. He shall also enter in the Journal every recommendation that he may deem it necessary to make in connection with the Prison. This Journal is to be kept in the Prison hospital, and to be open to the inspection of the Director and Inspector-General, the Visitors, the Superintendent, and the Jailor. After each visit of the Medical Officer his Journal shall be sent to the officer in charge of the Prison, for the immediate issue of such orders as that officer may find it necessary to pass. The officer in charge of the Prison shall countersign the Journal and return it on the same day to the hospital. All entries made by the Medical Officer in the Journal shall be made in the English language, and signed by him day by day. He shall also keep in his custody the Medical History sheets of all prisoners confined in the prison of which he has medical charge.

48. The Medical Officer shall see at least once a week every prisoner in light labour or wearing extra clothing with a view to the alteration or continuance of his recommendation with reference to such prisoner.

49. He shall report to the Superintendent the case of any prisoner to which he may think it necessary, on medical grounds, to draw attention, and whenever he shall be of opinion that the life of any prisoner is endangered by his continuance in Prison he shall state such opinion and the grounds thereof in writing to the Superintendent, who shall duly report the circumstance to the Director and Inspector-General of Prisons.

50. He shall visit every part of the Prison once at least every week, and daily when epidemic disease exists in the neighbourhood, and shall enter in his Journal the results of such inspection, recording any want of cleanliness, drainage, warmth, or ventilation, any bad quality of the provisions and insufficiency of clothing or bedding, or any other cause which may affect the health of the prisoners.

51. He shall ascertain whether the water is pure and wholesome, and whether there is an abundant supply for drinking, cooking, and washing. He shall specially note all defects of drains, latrines, and the conservancy management generally of the Prison; and twice at least in each month he is to see every prisoner, whether criminal, civil, or



waiting trial. In case of epidemic visitation, an inspection of all the prisoners by the Medical Officer shall be made daily. The result of all his examinations shall always be recorded in his Journal.

52. When severe epidemic prevails, a well-marked case shall be selected for *post-mortem* examination, in order that the general and specific character of the visitation may be known and recorded. A report of every death shall be transmitted, as each death occurs, to the Principal Civil Medical Officer, with a brief history of the case.

53. The Medical Officer shall keep a special record of all cases of cholera, whether spasmodic or epidemic, and of all cases of smallpox, according to the form of register supplied ; and a copy of this record shall be transmitted at the end of every month to the Principal Civil Medical Officer.

54. In the event of a prisoner's death the Medical Officer shall furnish with the least possible delay the officer in charge of the Prison with a certificate stating the cause of death. He shall record in a register which he shall keep in his hospital for that purpose, the disease, with a brief abstract of its leading characteristics, a brief abstract of the treatment, the appearance observed at a *post-mortem* examination, which when practicable shall be made in every case, and any remarks which he may deem it necessary to offer on the general or particular characters, causes, or other circumstances connected with the particular class or classes of cases, if the death be due to endemic or epidemic causes.

55. The Medical Officer shall recommend by entry in writing in his Journal any increase, diminution, or change of food for any particular prisoner while in hospital, which he may deem to be necessary.

56. The Medical Officer shall daily examine the food provided for the prisoners, in order to see that it is of proper quality, and shall enter in his Journal any defect in quantity or quality which he may note.

57. He shall give written directions for separating prisoners having infectious complaints, or suspected thereof, and for cleansing, disinfecting, or destroying any infected apparel or bedding. He shall examine every prisoner about to be removed to any other place of confinement, and report as to his being free from malignant, contagious, infectious, or other disease, and as to his being in a fit state to be removed.

58. The Medical Officer shall personally examine every prisoner on the day of his arrival in the Prison, or at latest on the following morning, and shall enter in writing his opinion as to whether the prisoner is fit for hard or light labour.

59. If a prisoner about to be discharged is found to be labouring under any acute or dangerous disease, he shall on his discharge be removed to the nearest civil hospital, as soon as this can be done with safety to the patient, unless other arrangements have been made for the reception of the prisoner by his friends.

60. No corporal punishment shall be inflicted upon any prisoner until he is examined by the Medical Officer and certified by him to be in a fit state to receive such punishment, and no prisoner shall undergo corporal punishment except in the presence of the Medical Officer, whose duty it shall be to interpose if it shall appear to him that the full amount of the sentence cannot be inflicted without danger of serious injury.

61. When he considers a prisoner is unable to undergo all or any portion of the corporal punishment to which he is sentenced by any competent court, he shall report the particulars of the case for the

information of the Principal Civil Medical Officer, furnishing copy of such report to the Superintendent for transmission to the Director and Inspector-General of Prisons.

62. Within one week after the termination of each month the Medical Officer shall transmit to the Principal Civil Medical Officer a complete monthly return of sickness and mortality in the Prison under his charge, and at the termination of each week a numerical weekly return of the admissions, discharges, and deaths in the hospital during the past week, furnishing copy of such returns to the Superintendent for transmission to the Director and Inspector-General of Prisons.

63. An annual return of the sickness and mortality in the Prison under his charge shall be forwarded by the Medical Officer before the end of every January to the Principal Civil Medical Officer, a copy of the same being at the same time forwarded to the Superintendent of the Prison. This return shall embrace a numerical detail of the admissions, discharges, and deaths in his hospital during the past year, as well as a general report on all matters worthy of record in connection with the health of the prisoners.

64. It shall be the duty of the Prison Officers employed in the hospital to see that the orders of the Medical Officer are carried out. The Officer in charge of the Prison shall place in the hospital well-conducted prisoners not exceeding one for every six patients for attendance on the sick.

65. The Medical Officer shall alone be responsible for the safe custody and proper keeping of the medicines and instruments, the property of the Government, in the Prison hospital, and for the proper compounding of all medicines administered by his orders within the Prison.

66. He shall report to the Superintendent any irregularity in the Prison Hospital which may come to his knowledge, or any difficulty or obstruction which he may meet with in the performance of his duty.

67. He shall examine all subordinate officers appointed to the establishment before they commence their duties, and when required all candidates for employment as subordinate officers or servants of the Prison, who may be sent to him for that purpose, and report whether they possess the necessary qualifications as to health and strength.

68. He shall report periodically, and from time to time as may be directed, on the general health and sanitary condition of the establishment, the health of the officers, their capability for performing their duties, the health of the prisoners, and in reference to any other point upon which he may be directed to report.

69. Whenever a convict is removed on medical grounds to some other Convict Prison, it is necessary, with a view to assist the judgment of the Medical Officer of the establishment to which he may be sent, that a full history of the case, and of the treatment which has been pursued, shall be transmitted to him by the Medical Officer of the Prison from which such prisoner is removed.

70. The Medical Officer shall include in his monthly medical report a statement of the sanitary condition of all the public quarters occupied by subordinate officers, civil guards, and servants, with reference to drainage, ventilation, and cleanliness.

71. He shall, when required, examine all gangs of prisoners passing through the station to which he is appointed from one Prison to another, and certify if they are fit to proceed on their journey or not.

72. He shall take care that all medicines, stationery, and stimulants are properly locked up, and not accessible to any Prison orderly or attendant.

73. The records which the Medical Officer is required to keep by these rules are records of the Prison, and shall not be removed or destroyed without reference to the Superintendent.

74. When there is a paid dispenser, the dispenser shall himself dispense the medicines ordered by the Medical Officer, and shall not issue any drugs or other articles without his verbal or written directions, except in cases of emergency. He shall see that the surgery is kept clean and in good order. When required, he shall aid in attending on the sick and in the other duties connected with the infirmary, and shall act as a clerk to the Medical Officer.

75. Whenever the Medical Officer of a Prison shall consider it desirable to transfer a prisoner to a Government civil hospital, it shall be the duty of the Principal Medical Officer to set apart a portion of such hospital as a place of confinement for such prisoner, and, if the Medical Officer recommend it, the Director and Inspector-General shall by warrant under his hand order the prisoner's removal to the place set apart as aforesaid. When it appears advisable to the officer in charge of the hospital to retransfer the prisoner to the Prison, he shall apply to the Director and Inspector-General for a warrant of retransfer.

76. The Medical Officer in charge of such hospital shall be responsible for the safe custody of the prisoner.

77. All such rules relating to the conduct, treatment, and punishment of prisoners shall apply to those confined in the hospital in the same manner as in an ordinary Prison.

78. The Superintendent shall place at the disposal of the Medical Officer as many Prison officers as he (the Medical Officer) shall think necessary for the safe custody of the prisoners, provided that the number supplied shall not exceed four officers for the first ten prisoners, with an additional officer for every five additional prisoners.

79. The Colonial Surgeon shall be allowed free excess to any Prison within his Province, and is authorized to make such inquiries as he may deem proper with regard to all matters coming within the range of the duties of the Medical Officer attached to the Prison.

80. The Medical Officer shall sign all demands on the Contractor for hospital extras; such demands shall be made in the proper printed forms.

81. If the Medical Officer in charge of the Prison is of opinion that the further detention of a prisoner is dangerous to his life, the aforesaid officer shall without delay transmit a full medical statement of the case direct to the Principal Civil Medical Officer, who shall appoint a Medical Board to report on the case; the report of the Board, together with the opinion of the Principal Civil Medical Officer, shall be forwarded by him to Government.

82. The Medical Officer in charge of outstation Prisons shall take steps to have such prisoners removed to Kandy, Galle, or Colombo, when such removal is practicable and can be effected without danger to the patients.

#### RULES AS TO THE JAILOR.

83. The Jailor is responsible for the maintenance of order and regularity in his Prison. He shall not receive any prisoner into the Prison in his charge without a legal warrant or a written authority from the Superintendent.

84. He shall take care that every prisoner having a complaint to make or a request to prefer to him shall have an opportunity of doing so at some appointed hour of the day. He shall see that prisoners' letters are despatched within 48 hours of the application to write, and that petitions to the Governor are despatched within one week of the application to petition. He shall patiently listen to his complaint, and he shall either take such steps as may appear to him necessary to redress any grievance, or shall report the same to the Superintendent.

85. It shall be the duty of the Jailor to inform the Superintendent, in writing, of the name of any prisoner who has asked to see the Superintendent, a Visitor, or the Inspector-General.

86. He shall see that all usual occurrences referring to the prison are immediately entered in the morning state in the place appointed for this purpose.

87. He shall report all deaths of prisoners to the Coroner of the district, forwarding a copy of the Medical Officer's certificate. He shall also send a notice of death in the prescribed form to each of the following officers through the Superintendent of the Prison, viz.: The Director and Inspector-General of Prisons, Government Agent, and the Registrar-General. If the prisoner is not a native of the district in which the jail is situated, a notice should be forwarded to the Superintendent of the jail from which the prisoner was admitted, and the Superintendent after noting his death in the Prisoners' Register shall forward the same to the Government Agent or the Assistant Government Agent of the district, for communication to the prisoners' relatives or friends.

88. He shall himself visit the several workshops and working parties at least twice a day, and see that the prisoners are kept steadily at their work. If the prisoners are working more than a mile from the Prison he may depute the next senior officer to visit them once a day. He shall also occasionally visit the wards and cells at uncertain hours during the night to ascertain that the guards are on the alert, and that no attempt to escape has been made. He shall diligently observe the behaviour of all the subordinate Prison officers, and see that they strictly adhere to the rules, and shall report immediately to the Superintendent any neglect or misconduct that may come to his knowledge.

89. He shall see that all subordinate Prison officers are fully instructed in their particular duties, and that they keep the required registers and records; that they duly observe the character and industry of the prisoners, and make the required daily and other reports in a proper manner and at the proper times.

90. He shall pay attention to the ventilation, drainage, and sanitary condition of the Prison, and take such measures as may be necessary for the premises being maintained in perfect order.

91. He shall daily inspect every part of the Prison, especially the cells and bedding, see that they are clean and in good order, and that the means of security in the different wards and cells are effective. He shall also see that every precaution is taken for preventing escape: he shall for this purpose occasionally examine the fastenings of all gates, doors, and windows in the Prison, and he shall see that proper places are provided for locking up tools, ropes, or articles which might be of use to a prisoner in effecting his escape.

92. He shall not permit any person, not a prisoner or Prison official, to remain for the night within the Prison without the written order of the Superintendent.

93. He shall superintend generally the distribution of the working parties when proceeding to their appointed labours, and shall be careful that they are despatched with regularity and without loss of time. He shall check their numbers, if possible, during the hours of work and on their return to the Prison. In wet weather he shall see that necessary measures are taken for having the clothing of the prisoners dried.

94. He shall read or cause to be read to all prisoners on admission in their own language the abstract of rules relating to prisoners.

95. He shall see that the proper diets are drawn, cooked, and issued to every prisoner in his charge, according to class and at the proper meal time, and when summoned to do so shall test the diet of any prisoner in his presence.

96. He shall also superintend the arrangement for the regular messing of the prisoners and distribution of their meals. He shall take care that their clothing is in proper repair, their hair kept in proper order, and their washing and bathing attended to.

97. He shall at once communicate to the Superintendent every circumstance which may come to his knowledge likely to affect the security, health, or discipline of the prisoners, the efficiency of the subordinate officers, or which may in any other way require the attention of the Superintendent.

98. He shall daily inspect the prisoner's food and satisfy himself that it is sound, of good quality, and up to sample.

99. He shall be responsible that the scales, weights, and measures in use in the Prison for the issue and distribution of provisions, stores, and raw materials, &c., are accurate and in proper order.

100. He shall not directly or indirectly have any interest in any contract for the supply of the Prison, nor shall he receive directly or indirectly under any pretence whatsoever any fee or gratuity or present from any person supplying or tendering supplies for the Prison.

101. He shall keep all books and accounts which may be prescribed by the Superintendent, and shall be responsible that all the entries made in his accounts are supported by proper vouchers, and that they are all correct and brought up to date according to the prescribed forms and written instructions.

102. He shall keep a correct inventory of all Government property in such form as may be prescribed by the Superintendent.

103. He shall have power to remove from the Prison any person visiting a prisoner therein whose conduct is improper, and to cause any person suspected of bringing into the Prison forbidden articles to be searched, and such search shall be conducted if the visitor be a male by a male officer, or if a female by a matron. (Provided that if such person object to be searched, he shall thereupon be expelled from the prison.)

104. He shall not absent himself from his duties without the written permission of the Superintendent, nor shall he when off duty absent himself from the prison, the premises appertaining thereto, or his quarters, for more than six hours at a time without the written permission of the Superintendent.

105. He shall on all occasions before leaving the Prison make over formal charge of it to the next senior officer.

106. The Jailer or Deputy Jailer shall parade and inspect the night-duty officers, and see that they are fit for duty before dismissing them to their respective posts.

107. It shall be the duty of the Jailor to see that a description of the clothing and property of every prisoner is entered in a book to be kept for that purpose. The entry having been explained to the prisoner, shall be signed by him, in the presence of the Jailor and some other Prison officer, both of whom shall also sign the entry.

108. The clothing and property of every prisoner sentenced to imprisonment for twelve months, or any shorter period, shall be made into a bundle labeled with the prisoner's name and register number, and kept in store for delivery to the prisoner on his discharge.

109. The clothing of all prisoners sentenced to imprisonment for over twelve months shall be sold by public auction once every quarter, on the order of the Superintendent, and the amount shall be credited to Government to meet the cost of clothing of the prisoner on his discharge.

The property of unconvicted prisoners if left in the prison for three months after their discharge shall be sold, and the proceeds credited to revenue.

110. The property, other than clothing, of every prisoner sentenced to over twelve months' imprisonment shall either be delivered, in the prisoner's presence, to any friend whom he shall select, or if not so delivered within a month shall be sold, and the proceeds, if they amount to five rupees or over, shall be paid to the prisoner on his discharge, being placed in deposit for that purpose. If the proceeds amount to under five rupees the money shall be credited to Government.

111. When clothing or property is delivered to the prisoner or his friend in conformity with the above rules, the signature of the prisoner and his friend shall be taken in the manner laid down in rule 107.

112. At lock-up time the Jailor shall personally parade and count all the prisoners in his custody, after which he shall march them off to the cells and wards they are to occupy for the night. He shall note in the Lock-up Register the correct number of prisoners in each ward. The prisoners shall then be counted by the senior day officer in charge of the ward, and the senior and junior night officers, who shall report the number in each ward to the Jailor, and he on finding it correct shall order the doors to be closed and locked. The night officers having satisfied themselves that the doors are locked, shall sign the Lock-up Register. Till the Lock-up Register has been signed the day-duty officers shall not leave the prison.

113. When unlocking in the morning the Jailor shall be present and give the order to unlock. A head overseer shall then count the number in each ward as the prisoners march out, making a report to the Jailor of the number who have left each ward. The prisoners shall then be paraded and counted by the Jailor. The night-duty officers shall not be allowed to leave the prison until this is done, and the number declared to be correct.

114. Unconvicted prisoners shall be counted by the Jailor and taken over from the night-duty officers, but not let out of their wards for half an hour later, by which time the hard labour convicts must have been marched off to their various tasks.

115. A Night Duty Book shall be kept, in which the Jailor shall cause to be entered the names of the subordinate officers on duty, the wards to which each is appointed, the number of prisoners in each block or ward, and the hours of duty of each officer. This book shall be handed to the senior officer on night duty.

116. In small Prisons where there is no special gate-keeper the Jailor shall, after lock-up, take possession of the key of the outer gate,

and retain it until he comes and opens the gate the next day ; arrangements shall in such cases be made for summoning the Jailor if required during the night.

117. The Jailor shall not depart from the strict observance of the rules without a written order from the Superintendent. All such written orders, if not entered on the Superintendent's Order Book by him shall be at once copied into that book by the Jailor, the original order being filed and kept for reference, a summary of such orders being forwarded monthly to the Director and Inspector-General. Should the Superintendent be absent, the Jailor shall, in a case of emergency, exercise his own discretion, and shall report the circumstance to the Superintendent on his return, and apply to him for an expression of approval or otherwise. The report and order shall be filed with the Superintendent's orders alluded to above, and shall also be entered in the Superintendent's Order Book.

#### RULES AS TO THE DEPUTY JAILOR.

118. This officer shall be subordinate to the Jailor, and shall assist him in all the duties enumerated in the preceding rules. He shall reside at the quarters provided for him in the Prison, if any, or if no such quarters are provided, in such place as shall be approved by the Superintendent. He shall not absent himself from the Prison except during such hours as may be fixed by the Superintendent, or at other times without the written permission of the Superintendent.

119. He shall in the absence of the Jailor perform any of the duties required from the Jailor under these rules.

#### RULES AS TO THE DUTIES OF OVERSEERS, WARDERS, AND OTHER SUBORDINATE OFFICERS.

120. The subordinate officers of the Prisons shall be classified as follows :—

Head Overseers.  
Overseers.  
Sub-Overseers.  
Guards.

121. All officers shall have assigned to them the immediate charge of such prisoners or of such parts of the Prison as the Jailor may direct, and shall be responsible for the maintenance of proper order and discipline among such prisoners and such portion of the Prison.

122. Each subordinate officer shall perform such duties as may from time to time be prescribed by the Jailor for the purpose of preserving discipline and enforcing diligence, cleanliness, order, and conformity to the rules of the Prison.

123. Each subordinate officer shall be armed with a baton ; such baton shall be supplied by Government, and shall be of a uniform pattern. It shall be competent for the Superintendent, by an order in writing, to direct that any subordinate officer shall also be armed with a revolver and sword, or with either of them.

124. Each subordinate officer shall keep a list of tools delivered to the prisoners in his charge, and on leaving off work in the evening shall take care that the tools are returned ; and if any are not returned or are injured, the subordinate officer shall report the same at once to the Jailor.

125. Each officer shall see that the prisoners are properly dressed when paraded for work.

126. Each officer shall be responsible that the doors of the barracks, cells, and wards in his charge are all securely locked at night, and that no forbidden articles are secreted therein or on the prisoners' persons.

127. One or more officers shall from time to time be employed for the purpose of instructing the prisoners in any particular handicraft, as well as for general duty, and such officers shall be subject to the same rules and shall, when required to do so, perform the same duties as any other officer.

128. Each officer so employed shall instruct the prisoners given into his charge in the trade he is engaged to train them. He shall see that they do not idle or destroy any of the tools or materials they are entrusted with, and he shall report to the Jailor any neglect or carelessness on the part of any prisoner, especially if he has not performed his full task.

129. The gate-keeper shall be in charge of the main gate of the Prison, and shall never, under any pretext, leave the post till relieved by another officer, and shall during the day retain charge of the keys. During the night the keys shall be delivered to the care of the Jailor or such other officer as the Superintendent may direct.

130. The gate-keeper shall be most careful to prevent the admission of any of the articles prohibited in rule 231 and 232 into the Prison, bearing in mind that the rule forbidding any one to bring such articles into the Prison applies to Police and Prison officials as well as to the general public.

131. For this purpose he shall examine all articles carried in or out of the Prison, and he shall stop any person suspected of bringing in any such articles or carrying out any property belonging to the Prison and give immediate notice to the Jailor. It shall be competent to the Jailor, if he thinks fit, to search or cause to be searched any subordinate officer of the Prisons Department who may be reasonably suspected of breach of the above rule. It shall be competent for the Jailor, if he think fit, to call upon the officer in charge of the Police guard to have any policeman, against whom there may be reasonable cause for suspicion of a breach of the above rule, to be searched; the officer shall be bound to comply with this request, but the Jailor shall enter the whole circumstances of the case, as well as the result of the search in the Prison Diary.

132. He shall not permit any person to expose articles for sale within the Prison, nor permit articles to be brought in which have not been ordered for the use of the prisoners or for Prison purposes.

133. It shall be the duty of all Prison officers, without exception, to treat the prisoners with kindness and humanity, to inform the Jailor at his next visit of any prisoner who desires to see him, and to be firm in maintaining order and discipline and enforcing an observance of the rules of the Prison.

134. No Prison officer shall have any money dealing whatever with any prisoner, or shall receive any money on any pretext whatsoever from any prisoner, or from the friends of any prisoner on account of such prisoner, nor make any communication to, or hold any correspondence with, any person regarding any prisoner, without the leave of the Superintendent.

135. The subordinate officers shall be on duty during such hours of the day or night as may be fixed, not exceeding twelve in the



twenty-four, or six hours at a stretch at night; and a placard showing the hours fixed for the attendance of officers shall be hung up in a convenient place in the guard-room.

136. Subject to the exceptions on medical grounds and the supply allowed under the rules to civil prisoners, none of the articles prohibited in rule 231 and rule 232 shall be introduced, used, or consumed, and no card-playing or games of chance of any kind shall be allowed within the Prison. This rule shall be enforced not only within the Prison walls, but in all parts of the premises liable to be frequented by prisoners, or used for Prison purposes, as for office, storing, cooking, baking, or washing. It shall not only be enforced on prisoners, but on officers and other persons.

137. All Prison officers from the Jailor downwards shall be considered on probation for the first six months of their service, and may, if they prove themselves unfit, be discharged on receipt of a fortnight's notice and pay, or, if they commit any offence, at once. The appointment shall not be confirmed at the expiration of the six months unless the officer has proved himself in all respects fitted for his post.

138. Any officer on entering the Prison Service shall understand that he may be employed in any part of the Island wherever it seems fit to the Director and Inspector-General to employ him.

139. Superintendents, Jailors, and other officers having quarters at the Prison may be allowed the services of prisoners to carry water and as sweepers, but the number allowed for such service shall in every Prison be determined by the Director and Inspector-General of Prisons. No Prison officer or other official not residing at the Prison shall be allowed to use prisoners for these or any other purposes whatsoever without the special authority of Government obtained through the Director and Inspector-General. On no account shall prisoners be employed on the grounds attached to the official residence of public officers without such special authority.

140. All fines levied by the Superintendent shall be entered in the Register of Fines and reported to the Director and Inspector-General of Prisons.

141. No subordinate officer shall on any account enter a prisoner's cell at night unless accompanied by another officer, and then only in case of sickness or other emergency.

142. No Prison officer shall strike any prisoner unless compelled to do so in self-defence or in defence of another officer or prisoner. And no Prison officer shall punish a prisoner in any way unless directed to do so by the Superintendent.

143. It shall be the duty of all Prison officers to see that the highest possible degree of cleanliness is enforced in every part of the Prison, as well as with respect to the persons of prisoners, their clothing, bedding, and everything else.

144. It shall be the duty of all Prison officers to see that no person, except those authorized by law, enter the Prison or converse with a prisoner without written authorization from the Superintendent, the Colonial Secretary, any of the Judges of the Supreme Court, the Attorney-General, or the Director and Inspector-General of Prisons.

145. It shall be the duty of all officers to see that no ladders, planks, ropes, chains, implements, or materials of any kind likely to facilitate escape are left exposed at any time in the yard; also that no rubbish is piled against the walls or allowed to remain in the yard.

146. When relieving watch, the senior night-duty officer and the relieved and the relieving subordinate officers shall go through the Prison and satisfy themselves by inspection and counting that the number of prisoners is in accordance with the entry in the Night Duty Book by the Jailor. An entry to this effect shall be made by the senior officer in the Night Duty Book, and signed by him and also by the relieving and relieved subordinate officers. This shall be made in Sinhalese or Tamil if the officer does not know sufficient English to make the entry in that language.

147. No prisoner shall be allowed to leave his ward or cell between lock-up and un-lock, except for one of the following purposes :—

Removal to hospital.

Assisting in removing a prisoner to hospital.

Latrine purposes.

Preparing early morning meal.

148. Where a night gate-keeper is employed, he shall come on duty at 5 P.M. This gate-keeper shall not be relieved till the Jailor has taken over the prisoners from the night-duty officers next morning.

149. Where the Police mount guard inside a Prison before the relieving sentry is admitted, the gate-keeper shall summon the senior night-duty officer to accompany the guard from and to the gate.

150. Officers on night-duty shall not be allowed to leave the Prison except for the purposes of summoning the Jailor. If on account of sickness or for any reason it shall be necessary to relieve any night-duty officer, the Jailor shall be summoned and his consent obtained ; this shall not be granted, or the officer allowed to leave the Prison, unless the Jailor shall be satisfied everything is right inside. The gate-keeper shall be specially warned on this point. A note of all such actions shall be immediately entered in the Night Duty Book, as well as in the Prison Diary next morning.

151. If for any reason a Jailor is unable to personally attend to the duties required of him by these orders, he shall depute a Deputy Jailor in writing to supervise the night arrangements, reporting his reason for so doing in his Diary for the information of the Superintendent. The Jailor or a Deputy Jailor of the Prison shall count the men going out to labour and coming in at the appointed hours, and on each occasion ascertain that the number is correct.

152. All subordinate officers shall pay strict attention to cleanliness of person and dress, and shall at all times within the Prison wear a plain uniform of such colour and pattern as shall be directed.

153. No officer entrusted with keys shall, except under the conditions specified in rule 114, take them out of the Prison, leave them lying about, or lend them to any one on any pretence whatsoever, but each shall, when leaving the Prison on any occasion, deliver his keys to such officer as may be authorized to receive them.

154. The internal arrangements of the Prison and occurrences therein shall not be communicated by subordinate officers to persons unconnected with the establishment.

155. No prisoner, without a special written order from the Superintendent, shall be removed outside the walls of the Prison between the hours of locking up in the evening and unlocking in the morning, except—

(a) a prisoner being removed to hospital on the Medical Officer's order in writing ;

(b) a prisoner assisting in the removal of another prisoner to hospital

All such removals shall take place only in the presence of the Jailer or Assistant Jailer of the Prison.

156. Prison officers committing any of the offences included in the annexed schedule shall render themselves liable to punishment—

*Schedule.*

- (1) Insubordination.
- (2) Allowing a prisoner to escape.
- (3) Trafficking with a prisoner.
- (4) Introducing prohibited articles or allowing prohibited articles to be introduced.
- (5) Being under the influence of drink.
- (6) Giving false evidence or making false reports.
- (7) Sleeping while on duty.
- (8) Sitting down on duty either by day or night.
- (9) Holding familiar or unnecessary conversation with a prisoner.
- (10) Ill-treating a prisoner.
- (11) Taking prisoners' food.
- (12) Countenancing gambling or trafficking.
- (13) Allowing prisoners to have unauthorized communication with free persons.
- (14) Employing a prisoner to do unauthorized work.
- (15) Disobedience of orders, carelessness, and inattention to duty.
- (16) Telling a falsehood.
- (17) Absence without leave.
- (18) Unpunctuality.
- (19) Not reporting that prisoners desire to see the Jailer, &c.
- (20) Leaving a door unlocked when it ought to be locked.
- (21) Allowing prisoners to talk or idle.
- (22) Not keeping proper supervision over his prisoners.
- (23) Not wearing uniform when required by rules to do so.
- (24) Breach of any authorized rule or order.

**RULES AS TO ADMISSION AND DISCHARGE OF PRISONERS.**

157. Whenever persons charged with offences shall be brought to the Prison, it shall be the duty of the gate-keeper to see that notice is given to the Jailer or Deputy Jailer, who shall see that the necessary authority for their detention is delivered with them. Any omission or irregularity in the documents shall be brought immediately to the notice of the Superintendent for orders.

158. Every prisoner shall take a bath on reception, unless it shall be otherwise directed in any particular case by the Medical Officer. Provided also that no civil or untried prisoner shall be compelled to take a bath if he objects thereto.

159. In case of the prevalence of any infectious or contagious disease, prisoners received from the infected localities shall be isolated until examined by the Medical Officer.

160. Every prisoner shall within twenty-four hours of his admission be examined by the Medical Officer separately, and if any prisoner is found to have any cutaneous disease or to be infected with vermin, he shall be dealt with as the Medical Officer may direct.

161. The hair of civil and untried prisoners shall not be cut against their will, nor shall the hair of female prisoners be cut. The hair of male convicted prisoners sentenced to terms of imprisonment of six months or upwards shall be cut close, and also the hair of male prisoners committed a second or subsequent time. Provided that the hair of a prisoner shall not be cut, however often he may have been convicted, unless he is under a sentence of not less than three months' rigorous imprisonment, nor unless his sentence has at least six weeks still to run. When, however, a prisoner's hair has been once cut, it shall be cut short until the prisoner is within six weeks of his discharge, when it shall be allowed to grow and is not to be cut again without the special sanction of the Director and Inspector-General. The hair of prisoners of good conduct in class I. employed as prison hospital orderlies or clerks shall not be cut without their consent. In no case shall a prisoner's hair be cut until the appealable time has elapsed, and if an appeal be lodged until the sentence has been wholly or partially affirmed.

162. Every convicted prisoner sentenced to imprisonment for three months or upwards shall be weighed on reception, and his weight shall be recorded, and he shall be weighed subsequently at such times as the Medical Officer may require, and the result shall be recorded.

163. On the discharge of each prisoner, who is entitled to clothes at the public expense, from Prison, he shall be provided with the following articles of clothing :—If a European or Burgher, 1 coat, 1 pair trousers, 1 shirt, 1 pair socks, 1 pair boots, and 1 hat; If a native, 4 yards chintz and 1 coloured handkerchief.

164. Such of the clothing, linen, and other articles belonging to prisoners as may be retained in the prison shall, if necessary, be washed, cleaned, or disinfected as soon as possible after they are received.

165. Before a prisoner under the age of sixteen is discharged, the Superintendent shall use his best endeavours to inform his relatives or friends on what day and at what time he will be discharged, that they may have the opportunity of attending to receive him. A female convicted prisoner apparently under the age of seventeen years shall, if she so desires it, be conducted to her home by a Prison officer, the matron or assistant matron when possible.

166. No child of a female prisoner may be received into the Prison with its mother unless it is at the breast. Should the committal not contain an authority to receive a child at the breast, the Jailor shall certify on the back of the warrant that the child has been received, and obtain the Superintendent's signature to this endorsement. The case shall be reported by the Jailor at once to the nearest Superintendent of Police, in order that inquiries may be made as to the relatives of the child, with the view of its disposal when separated from its mother.

167. When the Medical Officer certifies that the child is in a fit condition to be separated from its mother, the prison authorities shall ascertain whether satisfactory arrangements can be made for the maintenance of the child. If no such arrangements can be made, the matter shall be reported to Government for orders. Children not at the breast who may accompany their mothers to the prison must be taken to the nearest Police Station.

168. When the sentence of a prisoner expires, the Jailor shall, if practicable, bring him before the Superintendent, together with his warrant.

169. The day on which the prisoner is admitted and the day on which he is released shall be counted whole days of the period of any sentence reckoned in days, months, or years.

170. If the date of release falls on a Sunday, Christmas Day, or Good Friday, the prisoner shall be released on the preceding day.

If an order for discharge be received on Sunday, Christmas Day, or Good Friday, the prisoner shall be discharged that day.

171. No prisoner shall on any account be released between lock-up and un-lock. Ordinarily, prisoners shall be released after their morning meals, that is, at 12 noon.

172. When a convicted prisoner has on discharge to travel ten miles to reach his home in Ceylon, he shall receive one day's batta and an additional day's batta for every additional fifteen miles he has to travel.

173. When any portion of his homeward journey can be done by rail, such prisoner shall receive an order on the nearest Station Master for a third class ticket, but a reduction shall be made in the amount of the batta paid corresponding to the time saved by using the railway.

174. Every prisoner convicted at any station in the Northern and Eastern Provinces, and subsequently transferred and discharged from any Prison in any other Province, shall be provided with a deck passage by a steamer, and, if necessary, an order for a railway ticket to Colombo. In such cases a corresponding reduction shall be made in the batta paid under rule 168. Prisoners from the Sinhalese districts discharged from the Jaffna Prison shall be treated in a similar manner. Whenever practicable, a prisoner shall at the most convenient time within a month of his discharge be transferred to the jail nearest his home.

175. The rate of batta shall be 25 cents per diem, but in the Northern and Eastern Provinces the rate to locally-convicted prisoners shall be 18 cents. On the discharge of any prisoner who is not a native of Ceylon or India, the Superintendent will represent the case specially, if under the circumstances of the case he deems it one in which it would be proper to recommend any special allowance.

176. No reduction shall be made from the gratuity earned by a prisoner in consequence of the payment of batta.

177. Batta to discharged prisoners shall be paid on proper pay lists, and be charged to the vote allowed under "Prisons," sub-head "Victualling." The cost of passages by steamer or rail is chargeable to sub-head "Transfer Expenses."

#### RULES AS TO SEPARATION AND CLASSIFICATION OF PRISONERS.

178. In every Prison in Ceylon in which male and female prisoners are both confined, male prisoners shall be rigorously separated from female prisoners, and the locks on the gates and doors in the part of the Prison allotted to women shall be of a different pattern to the locks on the gates and doors of the rest of the Prison.

179. Male prisoners shall be divided into the following classes, and each class shall be kept, so far as the arrangements of the Prison permit, separate from all other classes; that is to say:—

(a) Civil prisoners.

(b) Prisoners awaiting trial, or on remand pending the hearing of a complaint, or in default of finding bail.

- (c) Convicted prisoners over sixteen years of age.
- (d) Convicted prisoners under sixteen years of age.
- (e) Prisoners previously convicted.
- (f) Prisoners not previously convicted.

180. So far as the number of cells in the Prison shall permit, every male prisoner shall be locked up at night by himself in a separate cell to be duly certified by the Director and Inspector-General as sufficient for one prisoner. No cell shall be certified which contains less than 54 superficial feet of floor space and 540 cubic feet of space, and is not properly ventilated.

181. Where from want of a sufficient number of certified separate cells in any Prison it is necessary to place prisoners in association, such room shall be lighted at night, and at least one officer shall be on duty over the ward from the time the prisoners are locked up till they leave the ward. Less than three prisoners shall never be locked up in a ward in which more than one prisoner is confined.

182. In the prisons in which special cells are set apart for prisoners condemned to death, no prisoner other than one so condemned shall be confined in such cell within one month of its having been occupied by a condemned prisoner.

#### RULES AS TO FEMALE PRISONERS.

183. There shall be for every Prison in which women are confined a matron and such female officers as may be necessary. The matron and female officers shall perform the same duties (so far as may be possible) as the Jailor and officers for the men's prison, under the general superintendence of the Jailor, who shall visit the women's prison at least once a day, accompanied by the matron. No male subordinate Prison officer shall be allowed to enter the women's prison unless summoned personally by the Jailor or by the matron for the purpose of quelling a disturbance or giving other assistance.

184. So far as may be practicable, female prisoners shall be divided into classes and separated as hereinbefore directed for male prisoners; and known prostitutes shall be kept in a separate ward by themselves.

185. In every Prison where there is a hospital or room set apart exclusively for the reception of female prisoners when sick, the attendants in such hospital shall be women only, and no male subordinate officer shall be allowed to enter the hospital unless ordered to do so by the Medical Officer. Where no such hospital has been provided a female prisoner when sick shall, if the doctor consider it necessary, be removed to the civil hospital.

186. The duties of cleaning shall be performed by a female prisoner, the refuse matter being placed outside the ward, and the water vessels filled from the outside of the building.

187. Authorized interviews between female prisoners and their friends shall take place in the Prison and in the presence of the Jailor or Deputy Jailor and matron or assistant matron.

188. Female prisoners shall be employed only within the Prison walls, unless it be ordered by the Medical Officer that they be employed outside.

189. Female prisoners may earn by good conduct remission of a part of their sentence under the mark system, as applicable to males.

RULES AS TO CIVIL PRISONERS AND PRISONERS UNDER REMAND.

190. Rules 191 to 212, both inclusive, shall apply to all—

- (a) Prisoners under remand.
- (b) Prisoners committed for trial.
- (c) Civil prisoners.

191. All such prisoners shall wear their own clothing, which, if insufficient, shall be supplemented from the Prison store. They shall, when there is the necessary accommodation, be locked up at night in separate cells and kept, as far as may be possible, separate from each other, but shall not be subject to further restraint than is necessary for their safe custody and for the maintenance of proper discipline in the Prison.

192. Any such prisoner who prefers to provide his own food for any meal shall give notice thereof beforehand at the time required; but the Superintendent shall not permit any such prisoner to receive any prison allowance of food for the meal for which he procures or receives food at his own expense. Civil prisoners who do not provide their own food shall receive ordinary No. 2 diet.

193. Articles of food shall be received only at such hours as may be laid down by the Superintendent from time to time. They shall be inspected by the officers of the Prison, and shall be subject to such restrictions as may be necessary to prevent luxury or waste.

194. Any such prisoner shall not, during the twenty-four hours, receive or purchase more than one pint of malt liquor, fermented liquor, or cider, or if an adult, half a pint (ten ounces) of wine; but no spirits, except on medical authority.

195. No such prisoner shall be allowed to sell or transfer any article whatsoever allowed to be introduced for his use to any other person.

196. Such prisoner shall not be compelled either to have his hair cut or (if he usually wears his beard, &c.) to shave, except on account of vermin or dirt, or when the Surgeon deems it necessary on the ground of health and cleanliness; and the hair of such prisoner shall not be cut closer than may be necessary for the purpose of health and cleanliness.

197. The Superintendent shall, on the application of any such prisoner, if, having regard to his ordinary habits and condition of life, he thinks such special provisions should be made in respect to him, and if the necessary arrangements can be made without detriment to the discipline of the Prison, permit any such prisoner—

- (i.) To occupy, on payment of a small sum fixed by the Superintendent, a suitable room or cell specially fitted up for such prisoner, and furnished with suitable bedding and other articles in addition to or different from those furnished for the ordinary cells.
- (ii.) To exercise separately or with selected untried prisoners, if the arrangements and construction of the Prison permit it.
- (iii.) To have at his own cost the use of private furniture and utensils suitable to his ordinary habits, to be approved by the Superintendent.
- (iv.) To have on payment of a small sum fixed by the Superintendent the assistance of some person, to be appointed by the Superintendent, relieving him from the performance of any unaccustomed task or office.

198. The beds of such prisoners shall be made and the rooms and yards in their occupation shall be swept and cleaned by them every morning, unless the Superintendent shall otherwise order, and they shall keep the furniture and utensils appropriated to their use clean and neatly arranged ; they shall also render such assistance as the Superintendent may think necessary in preparing their food. Should any such prisoner object to perform any of these duties, they may be performed for him as provided in rule 197, sub-section (iv.).

199. If any such prisoner who is out of health shall desire the attendance of his usual medical man, the Superintendent shall, if satisfied that the application is *bonâ fide*, permit him to be visited by such medical man, if legally qualified, at his own expense, and to be supplied with medicine by him, proper precaution being in all cases observed to prevent abuse of these privileges.

200. So far as Prison arrangements shall admit, facilities shall be given to such prisoners to work and follow their respective trades and employments, and all earnings of such prisoners, after payment thereof of such sum as the Superintendent shall determine on account of the cost of his maintenance in the Prison, or on account of the use of implements lent to him, shall belong to such prisoner.

201. Any such prisoner shall be permitted to be visited by one person or (if circumstances permit) by two persons at the same time, for a quarter of an hour on any week day, during such hours as may from time to time be appointed by the Superintendent.

202. Such prisoner shall at his request be allowed to see his legal adviser (that is, his advocate or proctor) on any week day at any reasonable hour, and, if required, in private, but (if necessary) in the view of an officer of the Prison.

203. Any prisoner who is in Prison in default of bail shall be permitted to see or communicate in writing with any of his friends on any week day, at any reasonable hour, for the *bonâ fide* purpose of providing bail.

204. Prisoners awaiting trial shall also be subject to any general rules made by the Governor for the government of prisoners, except so far as the same are inconsistent with the special rules relating to such prisoners.

205. Paper and all other writing materials, to such extent as may appear reasonable to the Superintendent, shall be furnished to such prisoner, for purposes of communicating with friends, petitioning any authority, or preparing a defence. Any written communication prepared as instructions for a proctor shall be delivered to the Superintendent, to be forwarded without being previously examined by him or any officer of the Prison, but all other communications shall be considered as letters, and shall not be sent out of the Prison without being inspected by the Superintendent.

206. Any such prisoner who shall desire it shall be allowed, at his own expense, a quantity of betel, arecanuts, tobacco, and lime sufficient for two chews ; or if the prisoner prefers it, two pipes full of tobacco for smoking.

207. These articles shall be distributed by the Jailor or Deputy Jailor personally, twice a day, immediately after the mid-day and evening meals. Every such prisoner receiving such articles shall proceed to consume the same at once, and any unconsumed betel, arecanut, or tobacco shall be returned within half an hour after distribution to the officer appointed to receive the same by the Jailor, and shall not be



retained or withheld or otherwise disposed of by the prisoner to whom it has been issued.

208. No such prisoner shall directly or indirectly give or attempt to give, or allow to be taken, any portion of his allowance of betel to or by any other prisoner.

209. The Superintendent may disallow for a period not exceeding two weeks at one time the privilege of receiving betel to any such prisoner—

- (a) who has been found retaining any unconsumed betel ;
- (b) who has dirtied his cell or ward by spitting or otherwise ;
- (c) who leaves any portion of the ration of betel lying about where other prisoners can have excess thereto ;
- (d) who has been guilty of any breach of the regulations of the Prison.

210. Where there is reason to suspect that the prisoners receiving betel under these rules, and confined in any Prison, have systematically given any portion of their betel to prisoners not entitled to receive the same, the Director and Inspector-General of Prisons shall suspend the operation of these rules for a period not exceeding one month at a time in such Prison.

211. The Superintendent may, on due application being made to him by any such prisoner, allow any money found in such prisoner's possession on admission to be expended on purchasing betel. The friends of any prisoner may supply the Superintendent with funds to provide betel for him.

212. Such prisoners shall be obliged to take regular exercise and shall be allowed to remain in the yards or places allotted to them for four hours a day. All other times they shall be locked in their cells.

#### RULES AS TO PRISONERS SENTENCED TO SIMPLE IMPRISONMENT.

213. Rules 214 to 217, both inclusive, shall apply to all prisoners sentenced to simple imprisonment.

214. Such prisoners shall be treated in prison exactly as persons sentenced to rigorous imprisonment are, with the following exceptions :

215. They shall employ their time as they please in any harmless occupation approved by the Superintendent, being allowed their own implements for the purpose, but they shall be locked up at night when the other prisoners are locked up.

216. They may also, with the approval of the Superintendent, have such books and documents and writing materials of their own as they wish for, and such books from the Prison as are given to other prisoners.

217. They shall take the amount of exercise prescribed, and shall be allowed to remain in the yard or place allotted to them for four hours a day. At all other times they shall be locked in their cells.

#### RULES AS TO LABOUR OF CONVICTED PRISONERS.

218. On week days the hours of labour shall be as follows :—

5 to 6 A.M., opening cells, washing, cleaning, and morning meal.

6 to 10.30 A.M., such hard labour as shall be ordered.

10.30 A.M. to 12 noon, washing and breakfast.

12 noon to 4.30 P.M., such hard labour as shall be ordered.

4.30 to 5.30 P.M., bathing, washing, evening meal.

6 P.M., closing cells.

219. The above hours of labour shall be observed in all Prisons, except in cases in which for special reasons the Director and Inspector-General shall approve in writing of some alteration, but under no circumstances shall the regular week's labour amount to less than forty-eight hours' work.

220. No prisoner shall be compelled or allowed to work on Sunday, Good Friday, or Christmas Day except on Prison services, which shall be confined to what is strictly necessary for the order of the Prison, and except in cases of special emergency on the written order of the Superintendent, when all convicted prisoners shall be required to work as directed.

221. When a prisoner is imprisoned under two or more commitments, he shall be kept in the penal stage for 90 days only, and in class IV. for 275 days only, unless this term is prolonged for misconduct as provided for in the rules.

222. Prisoners who have been guilty of continued bad or violent conduct shall be reported to the Director and Inspector-General of Prisons for transfer to the special gang at Welikada. At this Prison a special gang shall be formed of these men, and they shall be kept entirely apart at all times from the rest of the inmates, and occupied in such labour as the Director and Inspector-General of Prisons shall direct from time to time.

No transfer shall take place from this gang without the special authority of the Director and Inspector-General of Prisons.

#### RULES AS TO FOOD, CLOTHING, AND BEDDING.

223. The dietary of every class of prisoners shall be regulated from time to time by the Government, and a copy of the diet tables shall be hung up in some conspicuous part of the Prison.

The dietary now in force, a schedule of which is annexed to these rules, shall continue in force until altered or amended.

224. Every convicted prisoner shall be supplied with prison clothing of such colour and material as shall from time to time be ordered by the Government, and shall be compelled to wear the same during his or her imprisonment, and every such prisoner shall also be supplied with a mat, a blanket or cumby, and such necessaries as may be ordered by the Superintendent; he shall also receive on Sundays one-third of an ounce of gingelly or cocoanut oil for the hair. Prisoners sent to court on the order of a Judge or Magistrate shall be dressed in civil clothes before entering the court.

225. The food shall be weighed or measured daily before the Jailor or Assistant Jailor, and occasionally in the presence of the Superintendent of the Prison and of the Medical Officer, to see that no fraud is practised by the Prison subordinates, and that the prisoners get the full quantities to which they are entitled.

226. A prisoner who has any complaint to make regarding the diet furnished to him, or wishes his diet to be tested to ascertain whether he is supplied with the authorized quantity, shall make his request as soon as possible after the diet has been served to the officer in charge of the party, who shall at once summon the Jailor or Deputy Jailor, who shall thereupon test the diet in the presence of the prisoner. Should, however, repeated complaints of a groundless nature be made by any prisoner under colour of this rule, with the evident purpose of giving annoyance or trouble, it shall be treated as a breach of prison discipline, and the offender will be liable to punishment accordingly.

*Abstract of Diet Scale.*

Nature of Diet.	Bread.	Rice.	Beef or Liver.	Fish.	Plantains.	Vegetables.	Dholl.	Jaggery.	Cocoanuts.	Limes.	Onions.	Garlic.	Chillies, ripe.	Chillies, dry.	Maldive Fish.	Turmeric.	Coriander Seed.	Pepper.	Salt.	Mustard.	Tamarind.	Cummin Seed.	Sago.	Rusk.	Milk.	Sugar.	Tea.
	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	No.	No.	oz.	oz.	No.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.
Penal No. 1, European ...	24	8	—	—	—	4	—	—	—	—	—	*	—	—	*	*	*	1/10	—	*	—	*	—	—	—	—	—
Do. Native ...	16	2	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Penal No. 2, European ...	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Do. Native ...	8	14	—	—	—	4	—	—	—	—	—	*	—	—	*	*	*	1/10	—	*	—	*	—	—	—	—	—
Ordinary No. 1, European ...	14	10	8	—	5	4	—	1	—	—	—	*	2	*	*	*	*	1/10	—	*	—	*	—	—	—	—	—
Do. Native ...	4	18	—	2½	2	2	2	—	—	—	—	*	2	*	*	*	*	1/10	—	*	—	*	—	—	—	—	—
Ordinary No. 2, European ...	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Do. Native ...	6	16	2	2	2	2	2	—	—	—	—	*	2	*	*	*	*	1/10	—	*	—	*	—	—	—	—	—
Full, European ...	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Full, Native ...	4	20	2½	2½	2	4	2	1	—	—	—	*	2	*	*	*	*	1/10	—	*	—	*	—	—	—	—	—
Unconvicted, European ...	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Do. Native ...	4	18	—	2½	2	2	—	—	—	—	—	*	2	*	*	*	*	1/10	—	*	—	*	—	—	—	—	—
Casual, European ...	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Casual, Native ...	20	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Refractory, European ...	24	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Do. Native ...	12	2	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Light Labour, European ...	10	8	4	—	—	4	—	1	—	—	—	*	2	*	*	*	*	1/10	—	*	—	*	—	—	—	—	—
Do. Native ...	8	12	—	4	3	—	—	—	—	—	—	*	1	*	*	*	*	1/10	—	*	—	*	—	—	—	—	—
Low or Hospital, European ...	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	4	8	16	2	—
Do. Native ...	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	4	6	12	2	—	

A juvenile shall receive for a diet three-fourths of the quantity allowed for an adult.

\* The following quantity of Curry Stuffs should be drawn :—

Chillies, dry ... 3 oz. for fifty meals in which Chillies are allowed.	Coriander seed 6 oz. for fifty meals in which Coriander seed is allowed.
Maldive fish ... 4 oz. do. Maldive fish is allowed.	Mustard ... 1 oz. do. Mustard is allowed.
Turmeric ... 1 oz. do. Turmeric is allowed.	Cummin seed... 1 oz. do. Cummin seed is allowed.
	Garlic ... 1 oz. do. Garlic is allowed.

The quantity which a prisoner is entitled to of onions, limes, pepper, ripe chillies, and cocoanuts should be divided into two when he receives two meals containing curry in the day, otherwise he shall receive the whole quantity allowed at one meal.

The Inspector-General of Prisons may, on the recommendation of the Medical Officer, add the following articles to any of the authorized diets in any jail, and may afterwards withdraw the same if so advised :—

Mustard, not to exceed ½ oz. per man per day	Ginger, not to exceed 3 oz. for fifty meals
Dry chillies, do. 3 oz. for fifty meals	Tamarinds, do. 6 oz. for fifty meals

**RULES AS TO LETTERS, VISITS, AND PETITIONS.**

227. Officers of Police may visit prisoners for the purpose of identification on production of an order from the proper Police or Magisterial authority.

228. Officers of the Law, under competent warrants or orders for serving writs or other legal process on persons within a Prison, shall apply to the Jailor, who shall produce the prisoner at the gate for service, making an entry in his Diary of such occurrence.

229. Every prisoner shall be allowed the privilege of petitioning His Excellency the Governor once only. No further petition from the same prisoner shall be forwarded unless the Superintendent is satisfied that it contains facts which could not have been known to the prisoner at the time he previously petitioned. If a petition presented on his behalf does not contain such new facts, it shall be sufficient to quote the number and date of the answer already given.

**RULES AS TO PROHIBITED ARTICLES.**

230. All articles not supplied by the Prison regulations and according to Prison rules shall be deemed to be prohibited articles.

231. The following articles shall not be admitted into the Prison except by medical order or under the sanction of the Superintendent:—tobacco, betel, spirits, opium, bhang, poisons, or drugs of any sort.

232. The following shall not be admitted under any circumstances:—immoral or unauthorized books, cards, dice, or any instrument for gaming.

**RULES AS TO RELIGIOUS INSTRUCTION.**

233. Ministers of religion or religious instructors shall be entitled to visit convicted and unconvicted prisoners, and to give religious and moral instruction to those who are willing to receive the same, on Sundays and on other days in which prisoners are usually allowed freedom from work, between the hours of eight in the morning and four in the afternoon.

234. Such ministers or religious instructors shall be allowed access at all times to any prisoner who shall be certified by the Medical Officer of the Prison to be seriously ill, and to any prisoner sentenced to death, between the hours of 8 A.M. and 4 P.M. and immediately after unlock on the day of execution.

235. In Prisons where such an arrangement can conveniently be made, a suitable room shall be set apart where religious instruction can be afforded to prisoners, and the rites of religion administered.

236. If, under the directions of Government, Christian services be held in any Prison, on Sundays, and on other days when such service is performed, all Christian criminal prisoners who have passed the penal stage shall, if of the church or persuasion to which the minister belongs, attend the same, unless prevented by illness or other reasonable cause to be allowed by the Jailor, or unless their attendance is dispensed with by the Superintendent. No prisoner, however, shall be compelled to attend any Christian service held or performed, or any religious instruction given, by the minister or religious instructor of a church or persuasion to which the prisoner does not belong.

237. It shall be lawful for the Superintendent in charge of any Prison to prohibit any particular minister or instructor visiting any prisoner in such Prison, if it shall appear to him that such minister or instructor is an improper or indiscreet person, and likely to have improper communications with the prisoners. Provided that such

Superintendent shall, without delay, communicate his reason for doing so to the Director and Inspector-General for report to Government.

238. No books or printed papers shall be admitted into any Prison for the use of the prisoners except by permission of the Superintendent, and the Jailor shall keep a catalogue of all books and printed papers admitted into the Prison. Prisoners in penal stage and class IV. shall not be allowed any book except a bible or one of the religious books of the prisoner's creed. No prisoner shall be allowed to have in his possession more than two books at a time.

239. It shall be the duty of the minister or instructor admitted to visit any Prison to communicate to the Jailor any abuse or impropriety in the Prison which may come to his knowledge, on pain of being prohibited from visiting the Prison.

#### RULES AS TO PRISON OFFENCES AND PUNISHMENTS.

240. No prisoner shall be punished either by any Visitor or by the Superintendent of a Prison, until he has had an opportunity of hearing the charges and evidence against him, and of making his defence; and every punishment ordered by any Visitor or by the Superintendent shall be made known to the prisoner ordered to be punished by the Visitors, or one of them, or by the Superintendent.

241. No prisoner shall be punished by being confined in a punishment cell or in irons, or by being placed on a reduced diet, until he shall have been examined by the Medical Officer and declared able to undergo such punishment.

242. Under no circumstances shall a prisoner be kept in irons for more than a month.

243. The ordinary leg-fetters for use in prisons shall be of two kinds, light and heavy, each of a uniform size and weight: each pair of light fetters shall weigh two and a half pounds, and each pair of heavy fetters shall weigh five pounds, inclusive of the ankle rings. They shall be well rounded, and the upper ring or connecting link shall be strong and very small, to prevent the introduction of any instrument which could easily break it. The ankle rings shall each weigh three and a half and six ounces respectively, have double rivets, and be made very round and smooth; care shall be especially taken that the rings be not made large enough to allow of the prisoner drawing his foot out. The thickness of the ring shall be sufficient to prevent bending or breaking. The fetters and rings shall be kept perfectly bright and polished, and examined daily before going to and coming from work, to see that they have not been tampered with. If worn thin in any part they shall at once be removed and replaced by others.

244. The ankle rings shall not be tied up by strings attached to the calf of the leg; nor shall any cotton or woollen strings be allowed to be worn under or over the rings.

245. Handcuffs with the prisoner's hands behind his back may be used as a means of restraint for a very badly behaved or violent prisoner on the written order of the Superintendent.

246. No irons or other means of restraint shall be made use of except such patterns as have been approved by the Governor.

247. No corporal punishment shall be inflicted upon any prisoner unless the Medical Officer be present and has examined such prisoner and certified by entry in his Journal that such prisoner is in his judgment capable of bearing such punishment. Lashes, when ordered, shall be inflicted with cat-o'-nine tails of the approved pattern, and stripes with a rattan cane previously approved by the Director and Inspector-General.

248. No corporal punishment ordered by a District Court or Police Court shall be inflicted until it has been intimated to the Superintendent that His Excellency the Governor has confirmed this portion of the sentence. The above rule shall not apply to juvenile delinquents who have been sentenced to receive cuts with a rattan.

249. No sentence of corporal punishment shall be carried out until the full time allowed by law for an appeal has expired.

250. When lashes form a portion of the sentence passed on any prisoner, special care shall be taken against escape, and such a prisoner shall not be sent to work outside the Prison walls or be transferred to any other prison without the authority of the Director and Inspector-General of Prisons until the lashes have been inflicted or definitely remitted by the proper authority.

251. Prisoners committing any of the offences contained in the following schedule shall render themselves liable to punishment :—

*Schedule.*

- (1) Committing or attempting to commit or exciting another prisoner to commit an assault.
- (2) Escaping or attempting to escape or assisting in an escape..
- (3) Insubordination.
- (4) Creating a disturbance.
- (5) Being guilty of any indecent behaviour or using any indecent, improper, abusive, insulting, or threatening language or gestures.
- (6) Not assisting an officer (when called upon) to quell a disturbance or capture an escaped prisoner or prisoners.
- (7) Leaving his seat or place during a disturbance without having received an order from an officer.
- (8) Insolence or insolent demeanour to an officer.
- (9) Trafficking or attempting to traffic with officers or others.
- (10) Holding or attempting to hold communication with a free man or any unauthorized person.
- (11) Feigning sickness, madness, or unfitness for work, or wilfully disabling himself for labour.
- (12) Refusing to work or to obey an order ; idling or negligence at work ; not performing task.
- (13) Having in his possession or attempting to receive any article not supplied to him under the rules of the Prison.
- (14) Destroying or injuring Prison property or altering Prison clothing.
- (15) Concealing or hiding any article or exchanging it with, giving it to, or receiving it from, other prisoners.
- (16) Gambling or attempting to gamble, or having any instrument for gambling.
- (17) Going into another prisoner's cell or leaving his ward, cell, or place without permission.
- (18) Talking to another prisoner.
- (19) Bringing a false charge against any officer or prisoner or inciting others to do so.
- (20) Making groundless complaints or inciting others to do so.
- (21) Making signs or signals to officers, prisoners, or other persons.
- (22) Removing food from the place where the meal was taken or concealing any food on his person or in the sheds or wards.
- (23) Defecating in his chamber-pot or committing a nuisance in any unauthorized place.
- (24) Bathing or washing in his cell or any unauthorized place without permission.

- (25) Writing or receiving any unauthorized letter or communication.
- (26) Being in possession of any article not supplied by regulation.
- (27) Breach of any authorized rule or order.
- (28) Not giving an alarm when a prisoner is escaping or attempting to escape.
- (29) Being aware of a design to commit an offence against the rules and not immediately giving information to the Prison authorities.

252. The following punishments shall be awarded for breach of any of the Prison rules :—

*By Visitors.*

As laid down in “The Prisons Ordinance, 1877,” section 67.

*By Director and Inspector-General.*

The Director and Inspector-General may—

- (1) Sanction the placing of a prisoner in irons or body belt under sections 71, 72, and 73, of “The Prisons Ordinance, 1877.”
- (2) Order that a prisoner shall forfeit remission marks not exceeding 720.
- (3) Order a prisoner to be placed in the special gang.

*By Superintendent.*

As laid down in “The Prisons Ordinance, 1877,” section 65 ; and in addition, forfeiture of any number of remission marks, not exceeding 224, for each offence. Detention in his class for an additional period, not exceeding 90 days, for each offence. Removal to a lower class for a period not exceeding 90 days for each offence ; but if reduced to the penal stage the prisoner shall not be detained in that stage for a longer period than 65 days at any one time. Forfeiture of any one or more privileges of his class.

Every prisoner found guilty by the Court, Visitors, or Superintendent of an assault upon a Prison officer, or of an escape, shall in addition to any other punishment—

- (1) Forfeit all remission previously earned, unless otherwise ordered by the Director and Inspector-General.
- (2) Be treated as regards his class and in all other respects as if commencing a new sentence.
- (3) If guilty of an assault, shall wear wrist-chains or leg-fetters, or both, for a period to be determined by the Director and Inspector-General.
- (4) Wear a parti-coloured dress with the letter of his class sewed on the breast until he is promoted to class I.

If guilty of escape, he may be placed in leg-fetters only for such time as the Inspector-General shall determine.

When marks are forfeited either by order of the Director and Inspector-General or a Superintendent, the number of marks so forfeited shall in no case exceed the number in excess of six per day which the prisoner had earned prior to the commission of the offence.

RULES AS TO PRISONERS SENTENCED TO DEATH.

253. In all cases when sentence of death has been passed on a prisoner, the Jailor shall cause him to be thoroughly searched, and shall remove from him any article which it is considered dangerous or inexpedient for him to retain in his possession.

254. Every prisoner sentenced to death shall be confined in some safe place within the Prison and, if possible, apart from all other prisoners, and shall be placed under the constant charge and observation of an officer of the Prison both by day and night.

255. The cell or room in which a convict condemned to death is placed shall be previously examined by the Jailer, who is to satisfy himself of its fitness and safety, and insert the result of his examination in his Diary.

256. The prisoner may be visited by his relations, friends, and legal advisers, at his own request, on any order in writing from the officer in charge of the Prison. No other person shall have access to such prisoner except the officer in charge of the Prison, the Medical Officer, and, if required by the prisoner, a minister of the persuasion to which the prisoner belongs.

257. All executions are to take place at the place appointed by the Governor. The Superintendent, the Medical Officer, and the Jailer of the Prison where the execution takes place as well as the Jailer who received the prisoner from the court shall be present at every execution within the walls of the Prison of which he is Superintendent.

258. In the event of pregnancy being declared in the case of a female prisoner sentenced to capital punishment, that fact, as certified by the Medical Officer, is at once to be reported to His Excellency the Governor for orders, and the execution of the criminal shall be stayed pending receipt of those orders.

259. Prisoners under sentence of death shall be placed upon full diet.

260. The body of an executed prisoner shall not be given up to his friends or relatives for burial without the permission of Government. If this permission is not given, the body shall be buried in the usual cemetery.

#### RULES AS TO PRISON VISITORS.

261. There shall be kept by the Jailer in every Prison a book called the Visitors' Book, in which shall be entered by every Visitor visiting the Prison the date of his visit, a record of his proceedings and orders upon such visit, a memorandum of every punishment that he may order, a statement of any facts that the Visitor may desire to bring under the notice of the Government, and any minute that he may desire to make. Every entry in the Visitors' Book shall be signed by the Visitor, and a copy of such entry in duplicate shall be at once sent by the Superintendent to the Director and Inspector-General of Prisons.

262. Every Visitor shall on every visit hear, and if necessary investigate, every complaint made to him either by the Jailer against any prisoner, or by any prisoner respecting his food or treatment, and make such orders thereon as shall be just.

263. If any matter or thing prejudicial to the discipline of a Prison or to the health of the prisoners therein shall come to the knowledge of any Visitor, which such Visitor or any two of them have not power or jurisdiction to deal with, such Visitor shall immediately report the same to the Colonial Secretary.

264. The Superintendent of any Prison, when acting under the 67th clause of Ordinance No. 16 of 1877, shall report in writing to the Visitor any offence against Prison discipline.

265. The Superintendent (or the Jailer) shall give every prisoner so reported at least three hours' intimation of the sitting of the Visitors, and the charge to be preferred against him, and call on him to furnish the names of any witnesses he wishes to call in his defence. The Superintendent shall take steps to secure the attendance of such witnesses.



266. When the Visitors meet they shall sit within the Prison. The Superintendent or the Jailor, as well as the prisoner to be tried, shall be present.

267. The Visitors shall cause the charge to be explained to the prisoner, and record his plea. If he plead "Guilty," such plea shall be recorded and signed by the Visitors, who shall thereupon proceed to sentence the prisoner. If he plead "Not guilty," the Visitors shall examine (on oath or affirmation) all the witnesses called to support the complaint, and allow the accused a free opportunity to cross-examine them.

268. The Visitors shall then call on the accused for his defence, and shall examine on oath or affirmation any witnesses material to such defence he may desire examined. All evidence taken shall be recorded by one of the Visitors. They shall then record and sign their verdict, and communicate the same to the prisoner. If the prisoner be found "Guilty," sentence shall at once be passed on him. The sentence shall be embodied in a formal committal signed by the Visitors, which shall be handed to the Superintendent, who shall carry it out. If the prisoner is found "Not guilty," the verdict shall be signed by the Visitors and communicated to the prisoner.

269. The proceedings in each case shall be stitched together, numbered, and have the number, date of trial, offence, and name of the prisoner marked on the outside cover. A register shall be kept in each prison containing the number, date, name of prisoner, offence, verdict, and sentence, and a return, being a copy of such register, shall be forwarded monthly, signed by the Superintendent, to the Attorney-General.

#### RULES AS TO TRANSFER OF PRISONERS.

270. Superintendents should take care that prisoners transferred for imprisonment reach the port of embarkation in time to proceed by the first available boat ; prisoners for discharge should be sent in time for despatch by the last boat which would enable them to reach their destination before the date of discharge.

271. The Superintendent and Jailor of the receiving Prison shall be given previous and sufficient intimation by the Superintendent and the Jailor, respectively, of the despatching Prison, of the time of departure, mode of travelling, and the probable time of arrival of any prisoner about to be transferred.

272. Prisoners on transfer shall receive from each Prison *en route* only sufficient rations to provision them till their arrival at the next Prison.

273. The chief officer who proceeds in charge of any prisoner being transferred from one Prison to another shall be furnished with written instructions for his guidance, stating destination, whether there is a Police escort, probable date and hour of arrival at the different stages, precautions regarding health, list of stations *en route* at which the prisoners are to be medically examined, and a memorandum of funds furnished to him.

274. He shall also be supplied with a request to the Superintendents, Fiscals, Jailors, and Police Sergeants on the road to give shelter and accommodation to the prisoners.

275. The officer in charge of the party shall be supplied with funds to hire a cart or hackery (in case of any man in his charge becoming unable to continue the journey on foot) to the nearest station where there is a Superintendent, to whom he will report the matter and abide by his orders.

276. The Superintendent so referred to shall require the Medical Officer of his Prison to examine every prisoner reported to be ill, and to state if he is to be allowed to proceed on foot or by cart, or if he should be detained.

277. If any prisoner so examined is declared by the Medical Officer fit to travel by cart or hackery, the Superintendent shall hire the necessary conveyance and despatch the prisoner with the rest of the draft; but if the Medical Officer wishes any man detained, the Superintendent shall take such prisoner on the strength of his Prison, granting a receipt to the officer in charge of the party.

278. All such action shall be entered in the Prison Diary, and a report of it made to the Director and Inspector-General of Prisons for orders, and to the Superintendent of the Prison to and from which the convict was being transferred.

279. When any prisoner is transferred from one station to another by steamer or vessel, a proper supply of suitable raw food, to be cooked on board, shall be supplied for the voyage, in the same manner as when the journey is made by land.

280. Where a railway is available for any portion of a land journey, it shall be invariably used, and the officer shall be furnished with an order on the Station Master for tickets.

281. Where a steamer is running, transfers shall be made by her, when practicable, in preference to sending convicts by land.

282. Officers going on escort duty shall be supplied by the authorities of the Prison to which they belong with all funds, orders for passages, &c., to enable them to get back.

#### CLASS RULES.

283. Every convicted prisoner shall be required to pass through such of the following five classes as the length of his sentence will admit of:—

The penal stage, which shall last for three months. Prisoners in the penal stage shall not be employed outside the Prison walls. They shall wear narrow-striped clothes, and shall be entitled to write one letter within one month of admission on making application to the Jailor for that purpose. They shall receive penal diet for such portion of the period passed in the penal stage as His Excellency may direct, but prisoners sentenced to five years and upwards shall not receive penal diet except as a prison punishment; they shall receive ordinary No. 1 diet for the first month of their sentence, and afterwards ordinary No. 2. Prisoners in the penal stage in Mahara Prison and prisoners convicted under Ordinance 31 of 1884 may be employed outside the Prison walls, but shall be treated in every other respect as ordinary penal stage prisoners. After having passed through the penal stage, prisoners shall be entitled to be promoted into class IV.

284. Prisoners in class IV. shall be eligible for employment outside the Prison walls. They shall wear narrow-striped clothes with a large figure "4" in white on the right breast. They shall receive ordinary diet No. 1, and shall be entitled to no other privilege. Unless detained under the provisions of rules 252 or 289, a prisoner having served nine months in class IV. shall be entitled to be promoted into class III.

285. Prisoners in class III. shall be eligible for employment outside the Prison walls. They shall wear broad-striped clothing with a large figure "3" in white on the right breast. They shall be entitled to ordinary diet No. 2, and shall be allowed to receive one visit of fifteen minutes once in six months, and to receive and write a letter once in six

months. Prisoners in class III. can also earn eight (8) remission marks per diem. Unless detained under the provisions of rule 252 or 288, a prisoner having served for a year in class III. shall be entitled to be promoted into class II.

286. Prisoners in class II. shall be eligible for employment outside the Prison walls. If employed as artisans, sledgers, or miners they shall be allowed 50 cents a month, to be paid on discharge, such earning being however liable to deduction for tools lost or damage done; if not employed in these capacities they shall be entitled to a cent for each day on which they have earned full marks. They shall wear broad-striped clothing with a large figure "2" in white on the right breast. They shall be entitled to receive a visit of twenty minutes, and to receive and write a letter once in four months. They shall receive ordinary diet No. 2, and shall be eligible for employment as cooks and as hospital attendants (not orderlies). Unless detained in accordance with the provision of rule 252 or 288, a prisoner having served one year in class II. shall be entitled to be promoted into class I.

287. Prisoners in class I. shall be eligible for employment outside the Prison walls. They shall wear broad-striped clothing with a large figure "1" in white on the right breast. They shall receive ordinary diet No. 2. They shall be entitled to receive a visit of half an hour, and to write and receive a letter once in three months. They shall be eligible for employment as Prison or hospital orderlies or clerks, or for the employments authorized in class II. If not so employed they shall be entitled to a cent for each day on which they have earned full marks.

288. Days spent in hospital, unless the prisoner has been sent there under the circumstances laid down in rule 300, or pending result of appeal, shall not count as days spent in the class to which the prisoner belongs. Thus, a penal stage prisoner who has passed say seven days in hospital shall not be promoted to class IV. until he has been ninety-seven days in Prison, ninety of which have been passed at hard labour. Two days spent at light labour shall count as only one for class. Prisoners detained pending appeal shall receive penal diet and shall wear prison clothes. Prisoners sent to Negombo for their health shall, while there, be treated as regards class and marks as if on light labour.

289. Prisoners employed as Prison or hospital orderlies, or clerks, shall wear broad cross-bar clothing with a badge on the right breast. They shall be appointed by the Superintendent, and shall be entitled on their discharge to receive a sum of one rupee per month for the time during which they were so employed.

290. No prisoner who has been previously convicted or who has been disrated shall be eligible as a Prison or hospital orderly or clerk, provided that a conviction under Ordinance No. 31 of 1884 shall not be deemed a previous conviction.

291. Prisoners placed in the special gang under rule 252 shall be treated as prisoners in the penal stage, except that they shall not be put on penal diet unless specially ordered as a punishment. They shall wear the letter "S" in white sewn on the right breast. They shall receive ordinary diet No. 1.

#### REGULATIONS FOR MARKS AND REMISSION.

292. The time which every prisoner under a sentence exceeding twelve months' rigorous imprisonment shall pass in Prison shall be represented by a certain number of marks, which shall be placed to his credit before he can be discharged.

293. No remission shall be allowed for mere good conduct except on Sunday. Every prisoner entitled to earn eight marks a day, who conducts himself well on that day, shall receive eight marks.

294. The scale of marks shall be eight per diem for steady hard work and the full performance of the allotted task, and seven marks for a fair day's labour. Six marks per diem shall be allotted to each prisoner irrespective of his conduct or industry.

295. No remission shall be granted for the first twelve months of a prisoner's incarceration : therefore no marks shall be allotted for that period.

296. For every day passed in Prison after the first twelve months each prisoner shall receive at least six marks. In order to calculate the number of marks which a prisoner must earn before his discharge, it is necessary to deduct 365 from the total number of days in his sentence, and multiply the remainder by six.

297. If by his industry the prisoner gains eight marks per diem, and does not forfeit any for misconduct, or under rules 298 or 300, he may thus earn the full remission of one-fourth of the period of imprisonment during which he is allowed to earn marks ; this is the utmost remission he can earn by marks.

298. Prisoners in the light labour class shall be credited with six or seven marks according to their industry ; they shall not, however, be credited with more than seven marks. Leper prisoners in classes 1, 2, 3 shall be entitled to earn eight marks for each day on which they conduct themselves well.

299. Prisoners while serving in the special gang, and prisoners who have been reduced to the penal stage or class IV., while they remain in those stages, shall not receive more than six marks a day.

300. Prisoners in hospital shall receive only six marks a day unless—

- (1) their detention in hospital is due to an injury received in the Government service, where, if well behaved, they shall receive eight marks a day on the order of the Superintendent ;
- (2) they have earned full marks for twelve weeks previous to their going into hospital, where, if well behaved, they shall receive seven marks a day.

301. Every officer in charge of a party shall be provided with a Mark Book, in which he shall record daily the number of marks earned by each prisoner who is entitled to earn them. If the prisoner not being in hospital or at light labour is credited with less than fifty marks per week, the matter shall be brought to the notice of the Superintendent.

302. The Jailors shall frequently, and never less than twice a week, inspect and initial the Mark Book of each officer, and see that the marks are allotted in accordance with the rules.

303. Every prisoner shall in the presence of his party be informed by the officer of the party before evening meal of the number of marks he has earned during the day.

304. When a prisoner has earned within 480 of the total number of marks required by the regulation, his name shall be submitted to His Excellency for discharge upon remission.

305. It shall be clearly understood that the granting of such remission is an act of grace, and that it will be made subject to such conditions as His Excellency the Governor may direct as to security for good behaviour, forfeiture of remission for misconduct, or appearance at stated periods before the police or headmen.