

Annexure 38: Deputy Superintendent's Report Book

Deputy Superintendent's Report Book

Prison:
Period:

Date	Hour at which the wards/cells were opened and the roll call was done	Names of officers present during opening of the wards and brief report on attendance	Names of officers who went round the prison last night with the hours of their arrival and departure and their report in brief	Hour at which work was stopped for the day, and at which the prisoners were locked up after roll call – brief report on the roll call	Details of work carried out relating to conservancy of general sanitation and personal hygiene of prisoners during the preceding 24 hours	Releases during the day	Admissions during the day
1	2	3	4	5	6	7	8
Reasons, if he/she has omitted to perform daily visits or duties	Orders to subordinate officers	Remarks	Signature				
9	10	11	12				

