

**PROACTIVE DISCLOSURE**  
**OF INFORMATION BY THE**  
**INSPECTORATE OF PRISONS, GOVERNMENT OF KHYBER PAKHTUNKHWA**  
**RIGHT TO INFORMATION COMMISSION, GOVERNMENT OF KHYBER PAKHTUNKHWA**



*Disclosure of Information Standards for Prisons in Khyber Pakhtunkhwa ( Template)*

| S.No  | Pro-active Disclosure information Type   | Manner of Disclosure  | Responsible Authority | Monitoring Authority   | Frequency of Disclosure                       |
|---|--|---|-----------------------|--|---|
| <b>Category 1. Inspectorate of Prisons Organizational Information and Obligations</b> |  |   |                       |  |   |
| I   | Acts and subordinate legislation such as rules, regulations, notifications, bye-laws, manuals and orders having the force of law in the Province, including being made available at a reasonable price at an adequate number of outlets to ensure reasonable access by the public.                 | Including but not limited to:<br>>>Website<br>>>Leaflets, Brochures & Posters<br>>>Notice Boards<br><br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions. | IG Prisons            | Internal Monitoring by a senior officer deputed by IG Prisons<br><br>External Monitoring by the Khyber Pakhtunkhwa Right to Information Commission | Disclose/Update at least quarterly            |
| II  | Information about the Inspectorate of Prisons, including its Organogram, functions, duties, powers, vision and mission statement and any services it provides to the public.<br><br>Description and functions of offices, administrative units, training units, prisons, and other establishments. | Including but not limited to:<br>>>Website<br>>>Leaflets, Brochures & Posters<br>>>Notice Boards<br><br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions  | IG Prisons            | Internal Monitoring by a senior officer deputed by IG Prisons<br><br>External Monitoring by the Khyber Pakhtunkhwa Right to Information Commission | Disclose/Update as and when any changes occur |

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| III  | A directory of the officers and employees, including a description of their powers and functions and their respective remunerations, perks and privileges, contact details including a valid designation based email address.   | Including but not limited to:<br>>>Website<br><br>Any other mode deemed fit for disclosure by the Information Commission subject to reasonable restrictions.  | IG Prisons            | As above             | Disclose/Update as and when any changes occur |
| IV   | Norms and criteria set by the Inspectorate of Prisons for the discharge of its functions, including any rules, manuals, notifications, circulars, policies and other legal instruments enforced, issued or used by the public organization in discharge of its functions.                                   | Including but not limited to:<br>>>Website<br>>> Publications such as leaflets, brochures & posters<br>>>Notice board<br><br>Any other mode deemed fit for disclosure by the Information Commission subject to reasonable restrictions. | IG Prisons            | As above             | Disclose/Update as and when any changes occur |
| V    | Facts and background information relating to important policies and decisions which are being formulated or have been made which affect the public.<br><br>A description of its decision making processes and any other opportunities for the public to provide input into or be considered about decisions | Including but not limited to:<br>>>Website<br><br>>>Leaflets, Brochures & Posters<br><br>>>Notice Boards<br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions.               | IG Prisons            | As above             | Disclose/Update at least quarterly            |

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| VI   | Detailed budget of the public body, including proposed and actual expenditures including but not limited to:<br>- Quarterly expenditure reports<br>- Information about any supplementary grants or re-appropriations<br>- Particulars of the recipients of concessions, permits, licenses or authorizations granted to the public body | Including but not limited to:<br>>>Website<br><br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions.    | IG Prisons            | As above             | Disclose/Update at least quarterly   |
| VII  | Facilities available with the Inspectorate of Prisons, in particular its designated public information officers, for obtaining information held by it and guideline for requesting information under RTI Act 2013.   | Including but not limited to:<br>>>Website<br><br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions.    | IG Prisons            | As above             | Disclose/Update at least bi-annually |
| VIII | Annual Report in accordance with Sec 5.(3) of the Khyber Pakhtunkhwa Right to Information Act 2013.  | Including but not restricted to:<br>>>Website<br><br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions. | As above              | As above             | Disclose/Update Yearly               |

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|--|---|--|-----------------------|--|---|
| IX   | News and Events related to Inspectorate of Prisons for public awareness and engagement in public body activities and reference.   | Including but not restricted to:<br>>>Website<br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions. | IG Prisons            | As above   | Disclose/Update as and when any changes occur |
| X  | Details about any subsidy or benefit programs including details about the amount or benefits provided and the beneficiaries.  | Including but not limited to:<br>>>Website<br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions.    | IG Prisons            | As above   | Disclose/Update at least bi-annually          |
| <b>Category 2. Prisoners' Detail, Aggregate and Bifurcated according to Prisons'</b> |   |  |                       |  |   |
| I  | No. of Prisoners with the classification of categories including Males/Females/Children's with female/Charge-wise prisoners.<br>No. of Prisoners with the classification of disabled, juveniles, elderly and the ones who maybe suffering from a disease or injury. | Including but not limited to:<br>>>Website<br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions.    | IG Prisons            | Internal Monitoring by a senior officer deputed by IG Prisons<br>External Monitoring by the Khyber Pakhtunkhwa Right to Information Commission | Disclose/Update as and when changes occur     |

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|--|--|---|-----------------------|--|---|
| II   | Details of Prisoners who are unable to hire pleaders due to poverty.   | As above  | As above              | As above   | Disclose/Update as and when changes occur |
| III  | Details of the Prisoners who are in jail only for the reasons of non payment of fines.   | As above  | As above              | As above   | Disclose/Update as and when changes occur |
| IV   | Summary of information about prisoners trained anew or who were given training in additional skills. May be listed according to skilled acquired | As above  | As above              | As above   | Disclose/Update as and when changes occur |
| V  | Any other details which the prison department deem appropriate to be uploaded on website.  | Website   | As above              | As above   | Disclose/Update as and when changes occur |
| <b>Category 3. Facilities for Prisoners &amp; Visitors, Aggregate and Bifurcated according to Prisons'</b> |  |   |                       |  |   |
| I  | Recreation and rehabilitation facilities in the prisons.   | Including but not restricted to:<br>>>Website<br>>>Notice Board | IG Prisons            | Internal Monitoring by a senior officer deputed by IG Prisons<br><br>External Monitoring by the Khyber Pakhtunkhwa Right to Information Commission | Disclose/Update as and when changes occur |

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|------|---|--|-----------------------|----------------------|---|
| II   | Availability of 'Public Call Offices' (PCO's) in the prisons.<br>Prisoner effective complaint and grievance resolution information and procedure.                 | >>Website<br>>>Notice Board  | As above              | As above             | As above                                  |
| III  | Availability of family quarters as ordered by the Government. Information about their working conditions, capacity, occupancy, availability, and us               | >>Website<br>>>Notice Board  | As above              | As above             | As above                                  |
| IV   | Skills development facilities for the prisoners and their output in the last one year.  | Website  | As above              | As above             | Update Yearly                             |
| V    | Types of industries in various prisons, range of products, production capacity, price lists, items readily available and the items that can be prepared on order. | Including but not restricted to:<br>>>Website<br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions. | As above              | As above             | Disclose/Update as and when changes occur |

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|------|---|----------------------|-----------------------|----------------------|---|
| VI   | Facilities available for various categories of prisoners, eligibility criteria, and procedure for accessing such facilities and their output in the last one year. Such facilities may cover:<br>- Educational and Vocational training opportunities;<br>- Opportunities and procedure for continuing education;<br>- Healthcare facilities outside the prisons;<br>- Psychological support facilities;<br>- Healthcare facilities available inside the prisons;<br>- Sports or other recreational facilities;<br>- Any other, if available | As above             | As above              | As above             | Disclose/Update annually                  |
| VII  | Availability of Electric Fans in Jails for prisoners.   | As above             | As above              | As above             | Disclose/Update as and when changes occur |
| VIII | Facilities available for family members, friends, and lawyers to visit prisoners or inquire about their welfare.  | As above             | As above              | As above             | As above                                  |
| IX   | Deficiencies of facilities needed to removed with the names of the authorities competent to order the removal of such deficiencies.   | As above             | As above              | As above             | As above                                  |

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| X    | Information about whether prisoners involved in industry business activity are entitled to any remuneration and if present, the rate of payment, mode of payment. Month-wise and Category prisoner wise maybe included   | As above             | As above              | As above             | As above                |
| XI   | Rights entitled to the Prisoners. May include:<br>- Rights and entitlement to the ones suffering from diseases;<br>- Procedure to seek permission to exercise conjugal rights;<br>- Eligibility criteria and procedure to apply for parole;<br>- General information about types of remissions and eligibility, valuables registered, etc. | As above             | As above              | As above             | As above                |
| XII  | Campaign to invite donations for the help of destitute criminals.  | As above             | As above              | As above             | As above                |
| XIII | Any other details which the prison department deem appropriate to be uploaded on website.  | As above             | As above              | As above             | As above                |



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| <b>Category 4. Health Facilities for Prisoners, Aggregate and bifurcated according to Prisons'</b> |   |                      |                       |                      |   |
| I  | Diet Menu for the prisoners. May include:<br>- Information about procurement procedure of food items;<br>- Ensuring quality standards;<br>- Prisoners access to nutritious and hygienic food;<br>- Tabular form of daily calories intake for every category of prisoner;<br>- Any other suitable supplementary information. | As above             | As above              | As above             | Disclose/Update as and when changes occur |
| II   | Contract of Supply of Food for each Jail in the Province  | As above             | As above              | As above             | As above                                  |
| III  | Information about the availability and quality of drinking water for prisoners, and reports of laboratory tests of drinking water samples   | As above             | As above              | As above             | As above                                  |

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| IV   | Information about sanitation and hygiene facilities. May include:<br>- list and requirement of bathrooms/washrooms in working condition with their associated facilities;<br>- detail of drainage system along with periodical maintenance;<br>-Any other necessary information.   | As above             | As above              | As above             | As above                |
| V    | Availability of bathrooms/Wash rooms   | As above             | As above              | As above             | As above                |
| VI   | Availability of Hospitals and Pharmacy. May include:<br>- List and number of medical staff available;<br>- Monthly stock of availability of medicine along with details of Distributor(s), categories of drugs available, along with procedure to get both free medicine and paid medicine;<br>-Any other necessary information. | As above             | As above              | As above             | As above                |

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| <b>Category 5. Visitor Registers, , Aggregated and Bifurcated according to Prisons'</b>  |   |   |                       |  |   |
| 1  | Register Information of visitors. May include:<br>- Number of prisoners visited monthly;  | Including but not restricted to:<br>>>Website<br><br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions.  | IG Prisons            | Internal Monitoring by a senior officer deputed by IG Prisons.<br><br>External Monitoring by the Khyber Pakhtunkhwa Right to Information Commission. | Disclose/Update at least quarterly        |
| <b>Category 6. Reports of inspections of the prisons by various authorities, Aggregated and Bifurcated according to Prisons'</b> |   |   |                       |  |   |
| 1  | Information about directions issued by legislature, Chief Minister, Hon'ble Courts or other department(s) about improvements of prisons or an other major reforms planned or implemented in a transparent manner. | Including but not restricted to:<br>>> Website<br>>>Notice boards<br>>>Annual report<br><br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions. | As above              | As above   | Disclose/Update as and when changes occur |

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| II  | Details of future plans and goals  | As above  | As above              | As above   | As above                           |
| III   | Information about quality standards for different functions, performance targets (KPIs), status of progress, hurdles and difficulties faced in achieving those targets.  | As above  | As above              | As above   | As above                           |
| <b>Category 7. Prisons' Information Disclosure, Aggregated and bifurcated prison-wise</b> |  |   |                       |  |                                    |
| I   | Jail wise information about infrastructure facilities both available and required. May include:<br>-No. of lockups according to size, category and capacity of prisoners both present and available;<br>- No. of solitary confinements;<br>- Faculties available in different categories of lockups;<br>-Any other suitable information. | Including but not restricted to:<br>>> Website<br>>>Notice boards<br>>>Annual report<br><br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions. | IG Prisons            | Internal Monitoring by a senior officer deputed by IG Prisons.<br><br>External Monitoring by the Khyber Pakhtunkhwa Right to Information Commission. | Disclose/Update at least quarterly |

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| II   | Recreation and extra-curricular activity rooms available if any, for each category of prisoner.                             | As above             | As above              | As above             | As above                |
| III  | Dining facilities available in prisons both present number and maximum capacity in terms of size of room, sitting capacity. | As above             | As above              | As above             | As above                |
| IV   | Jail wise details about contracts for procurement of all related materials that govern its function.                        | As above             | As above              | As above             | As above                |

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| <b>Category 8. Statistical Data, both aggregate and Prison wise</b> |   |  |                       |  |                                    |
| I   | Prisoner population and their segregated data in terms of gender, age, jails, types of convictions, inmate mortality both natural and suspected, reported incidents of torture or other human rights violations, complaints and their disposal & prevalence of diseases such as HIV/AIDS, Hepatitis, etc. | Including but not restricted to:<br>>>Website/web portal<br>>>Annual Report<br><br>Any other mode as deemed fit for disclosure by the Information Commission subject to reasonable restrictions. | IG Prisons            | Internal Monitoring by a senior officer deputed by IG Prisons.<br><br>External Monitoring by the Khyber Pakhtunkhwa Right to Information Commission. | Disclose/Update at least quarterly |
| II  | Data of prisoners with diseases, including among others, HIV/AIDS, hepatitis, TB patients, etc. for every category of prisoner  | As above   | As above              | As above   | As above                           |
| III   | Data regarding available facilities in every prison   | As above   | As above              | As above   | As above                           |

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| IV   | Data regarding budget allocated under various schemes for prisons, both allocated and used budget   | As above             | As above              | As above             | As above                |
| V    | Any other meaningful data depicting the transparency of the working of Inspectorate of Prisons and/or deemed appropriate by the Right to Information Commission from time to time | As above             | As above              | As above             | As above                |

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**General Guidelines and Recommendations for effective disclosure subject to reasonable limitations of Inspectorate of Prisons:**

- \* Information should be compiled and packaged in a manner that is easy to understand. Legal or technical terminology should be avoided or explained in a manner that is intelligible for common people.
- \* Maximum information must be provided in Urdu in addition to English in order to ensure that prisoners and their families can benefit from it.
- \* Website should offer maximum information, and updated frequently.
- \* Information needs of prisoners and their families must be regularly assessed, and these needs must be addressed through notice boards, websites, notifications, helplines, or publications alike.
- \* Notice boards must be setup at appropriate locations to share information with prisoners as well as their visitors.
- \* Information specific to a prisoner (e.g. remissions, court cases, medical record, etc.) must be shared with him/her in confidence, and where required, through a written notification.
- \* For pro-active disclosure, the Inspectorate of Prisons shall ensure designation of public information officer under Sec (6). of the Khyber Pakhtunkhwa Right to Information Act 2013, for supply of to requesters within the stipulated time.
- \* The Inspectorate of Prisons shall submit bi-annual report to the Khyber Pakhtunkhwa Right to Information Commission regarding status of implementation of proactive disclosure.
- \* All documents need to have proper formatting including a clear description of title of document along with last date of update.

