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Government of India
Ministry of Home Affairs
CS Division
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Major Dhyan Chand National Stadium,
2nd Floor, CS Division,
India Gate, New Delhi -110002.
March 26, 2018

To

The Chief Secretaries of all State Governments
The Administrators of all UTs Administrations
The ACS/Principal Secretary (Home) of all States/UTs
DG/IG Prisons of all States/UTs

Sub: Implementation of Eprisons project in Prisons of all States & UTs.

Sir/Madam,

The Government of India and prisons of several States/UTs have taken steps towards computerization of prison management processes. These have had varied levels of success. The Government of India has decided to implement the **Eprisons project which aims at computerisation** of the functioning of all prisons in the country, including digitisation and availability of prisoner data (convicts, undertrials, detenues etc.) in an electronic platform which will be accessible to designated authorities of Central and State Governments. The objective of this project is to create end-to-end IT solution for automation of prison operations. The proposed solution would help in creating a centralized standard information database of prison inmates with their identification, activity and other critical details.

2.   The Central Government will provide financial assistance and technical support to States and UTs for implementation of the project in the form of software application, IT hardware, connectivity, customisation etc.

3.   Guidelines for implementation of Eprisons project are attached for information of all States/UTs and Prison authorities.

Yours sincerely,

(Arun Sobti)
Under Secretary (PR & ATC)
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Guidelines for e-Prisons Project

Background

Prison administration in the country faces various challenges in the absence of a centralized information repository and lack of real time information on prison inmates in various prisons of the country.

The Government of India and prisons of several States/UTs have taken steps towards computerization of prison management processes. These have had varied levels of success. These initiatives have been targeted primarily to support the prison records management and general administration.

There are many stakeholders involved in the process, such as prison administrators, police, courts and other agencies. It has therefore been considered necessary to develop suitable interface that can help in seamless sharing of information amongst different agencies.

Key Objectives of Eprisons project

The ePrisons project aims at computerisation of the functioning of all prisons in the country including digitisation and availability of prisoner data (convicts, under-trial prisoners, detenues etc.) in an electronic platform which will be accessible to designated authorities of Central and State Governments.

The objective of this project is to create an end-to-end IT solution for automation of prison operations. The proposed solution would help in creating a centralized standard information database of prison inmates with their identification, activity and other critical details.

Total cost of the proposal

An outlay of Rs. 100 crore has been approved for the ePrisons project, with Rs. 33 Crore for FY 2017-2018, Rs. 33 crore for FY 2018-19 and Rs. 34 crore for FY 2019-2020.

Duration of the project

The duration of the project is for three years – 2017-18, 2018-19 and 2019-2020.

Methodology

The architecture of Integrated Criminal Justice System (ICJS) implementation has been revised to include the core ePrisons project implementation with ICJS-ePrisons and provide common facilities to ePrisons Project.

Under the ePrisons project, cost of certain equipments/activities has to be borne by States. The Central Government will provide financial and technical support to States/UTs for software application, customisation, connectivity, IT hardware and assistance for effective implementation of the project.

Implementation strategy

MHA shall obtain proposals from States/UTs about their requirement of hardware, software, connectivity etc. for implementation of Eprisons, make an evaluation of individual proposals and approve the proposal of funding in respect of each State/UT depending on funds available for the purpose.

While deciding funds for States/UTs, number of prisons in a State/UT, number of prison inmates and technical inputs/recommendation of National Informatics Centre shall be taken into account.

The proposal of funding will be decided by the Steering Committee constituted for implementation of Eprisons project.

Functional Technical guidelines for running the application, hardware components and network etc. shall be issued for the guidance of States/UTs separately in consultation with National Informatics Centre managing Eprisons MIS.

Coverage

The Eprisons project will cover all States and Union Territories. States which are already using the NIC Eprison application suit being operated by the National Informatics Centre could leverage the Eprisons funds for enhancing their systems with advanced applications and infrastructure.

States and UTs which are not using the NIC Eprison application suit can also join the Eprisons project of MHA and upload their data/legacy data and integrate itself with the pan-India Eprisons project. MHA, through National Informatics Centre, will provide the utility by which non eprisons states can join the MHA's Eprisons project.

The project shall broadly cover the following prison types:

Prison Type
Central Jails
District Jails
Sub-Jails
Women Jails
Open Jails
Special Jails etc.

Core modules of ePrisons

The following Core modules of ePrisons will be adopted by all State/UT prisons:

1. Prisoner registration (after duplicity check)
2. Prisoner personal details registration
3. Crime/Case details
4. Court Action details
5. Movement detail
6. Conviction detail
7. Remission/parole details
8. Punishment/ Earning details
9. Visitor details

Centre and State/UT responsibilities

a.   Both MHA and State/UTs are responsible for the project success.

b.   The responsibilities of MHA and States/UTs are indicated below.

Responsibility of MHA

MHA would provide financial assistance to States and UTs in procurement of necessary hardware, connectivity facility, support for data digitisation, software from NIC, its customisation and support in training.

MHA would host the State/UT applications centrally on cloud and will provide IT support to States/UTs.

MHA would also provide necessary guidance and technical assistance through NIC in implementation of the project.

MHA would be responsible for the following:

1.   To develop overall strategy for achieving the objectives of the Prison Management System.
2.   Management of Central cloud provider through National Informatics Centre, application developer, central helpdesk (NIC – for technical assistance)   and Central Project Management and Monitoring Unit (PMMU) for implementation and monitoring of project.
3.   Constitution of governance structures for monitoring and decision making.
4.   Overall monitoring and evaluation of the project.

Responsibility of States and UTs / Important points for guidance

States/UTs would be responsible for managing the entire operations of ePrisons project at State/UT level. States/UTs would be responsible for the following:

1.   To submit proposal for requirement of funds and other technical support to MHA. States/UTs to also provide commitment of funds from State/UT Budget for the items necessary for implementation of the project.
2.   Procure hardware by following General Financial Rules (GFR) and observing necessary codal formalities.
3.   Ensure appropriate contribution of State share for successful implementation of ePrisons project from State's budget.
4.   Furnish report to MHA about installation of hardware at prisons.
5.   Maintenance of hardware during the project period.
6.   Monitoring of customization, configuration and commissioning of software at prison level.
7.   Full participation and support for implementation of the project in a time bound manner.
8.   Constitute State/UT level committees for monitoring and implementation of the project.
9.   Identify Nodal officer to interact with MHA.
10.   Furnish Utilisation Certificate for each component for which the financial support is provided by MHA in a time bound manner in the proforma

prescribed in GFR 12-C (as per General Financial Rules, 2017 within the stipulated time frame.

11. Funds released to the States/UTs are intended for particular items of work and are to be utilized for specific purpose only. Funds are not to be diverted for any other item without obtaining the specific approval of the Central Steering Committee.
12. States/UTs will follow the prescribed administrative and financial rules/ regulations, procedures of accounting, internal control, auditing and releasing funds under the sub-scheme.
13. Entire State/UT to run on single software.
14. Maintain and manage the applications/ AMC of hardware, AMC of applications.

Training

a. State/UT would be responsible for training of all officials.
b. MHA would provide trainer-coordinator for trainings through NIC.
c. State/UT would be responsible for the space required for training lab in terms of purchase or rentals.

Trainings to be provided at state/UT level include:

- Basic IT training to each user
- Sensitization training to senior officials
- Train the trainer from each prison. These trainers would further train the prisoners in their respective prisons.

Approval and release of Funds

Financial support will normally be released by MHA once during each of the FYs 2017-18, 2018-19 and 2019-2020 on assessment of the requirement of States through the Steering Committee.

After initial release of funds in 2017-18, in subsequent years, release of funds will be based on Utilisation Certificates furnished by States in respect of funds released during previous years and on the basis of evaluation of the implementation progress in the State/UT by MHA.

On non-receipt of UCs from a particular State within three months from the date of release of funds in the previous financial year, the amount may be released to better performing States with no pending/overdue UC and better commitment towards implementation of the project.

Accounting and auditing

The scheme shall be subject to audit as per standard procedure.

The accounting records and related documents will be subject to audit by CAG of India as well as by the Internal Audit team of MHA.

Data digitization and migration

- States/UTs to ensure that current prisoner data is digitized and migrated to the ePrisons system
- Old records of past 10 years should be digitized post the implementation of PMS system
- State/UT should capture only basic information of the old records for the purpose of digitization.

Governance Structure

MHA would set up a committee at Central level to manage the project implementation.

Similarly, State/UT is required to set up Committees at State/UT level for proper monitoring of the implementation.

Centre level Committee

Committee	Composition	Responsibilities
Steering Committee	1. AS (CS) – Chairperson 2. JS (CS) – Member 3. DS (Prisons), MHA – Member 4. Under Secretary (Prison Reforms) – Member 5. Representative of NIC-Member 6. Technology Head, CCTNS/PM Division, MHA – Member 7. Representative of BPR&D – Member 8. Representative of IFD, MHA – Member 9. Any other member co-opted by Chairperson	Approval of the project. Overall direction, monitoring and guidance of the project. Approval of proposals from States/UTs Approval of any change request of State/UT responsible for implementation of the project Periodical meetings to track the progress of the project every quarter. Take periodic update of the project and suggest corrective measures if project is not on track Monitor functioning of Central PMU.

State/UT level Committee

Committee	Composition	Responsibilities
State/UT Committee	1. DG/IG (Prisons)- Chairperson 2. Representative of State/UT Home department 3. Representative of State/UT Finance Deptt 4. Representative of State/UT IT department 5. PMS Nodal officer 6. Nodal officer of CCTNS/ICJS in the state/UT 7. Any other representative	Disbursement of funds to District Prisons and other units/agencies Overseeing utilization of funds and provide the utilization reports to MHA as this is one of the mandatory requirements for gaining access to funds by MHA Sanction for various project components, as may be specified, including the Hardware/Software procurement as per defined specifications

Committee	Composition	Responsibilities
	to be decided by the State/ Prison authorities.	Overall direction, monitoring and guidance of the project Manage implementation across all districts Ensure proper Training arrangements Ensure deployment of appropriate handholding personnel Monitor operations through MIS reports Monitor hardware, network and application roll out at all prisons Regularly communicate with the Steering Committee at center on progress, challenges, requirements etc. for the project

Monitoring of project

The project would be closely monitored both at Centre and State/UT levels. At the level of Centre, the progress of the project will be reviewed at the end of every quarter.

The States/UTs should appoint a suitable Committee to monitor the progress of the project on a monthly basis and provide regular report to MHA at the end of every month.

Sunset Clause

The scheme has approval up to 31.3.2020. No further extension is likely to be sought for this scheme.