National Prisons Information Portal

ePrisons Suite

User Manual

of

Prison Management System (PMS)

Date: August 26, 2019

सत्यमेव जयते

e-Prisons Division

National Informatics Centre

Ministry of Electronics & Information Technology

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1 Introduction

1.1 Purpose

The purpose of this document is to provide a broad outlined helping hand for using ePrisons application and make the ePrison's user fully understand the capabilities and features provided by the application software to them. It will reduce the hardship, that user may face in using ePrisons software.

1.2 Audience

The audience of the ePrison's user manual is the users of the prison department across the country. In addition to the prison department, the application provides interface for the court and the police. Data exchanges between different entities have been made possible in this system. Jails have accused and convicts who are sent by the Hon'ble courts who are produced by the police, but many other accused and convicts reach the jail from trial by the railway magistrates, CBI judges, narcotics board, terrorists' courts, special trial courts and other courts too. The computer application also supports other investigative agencies like state crime branch for making look out alerts for criminals in the jails. Besides these, ePrisons is meant for NHRC, SCRB, IB, NIA, MHA and NCRB also for getting information about the criminals lodged in the jail.

1.3 Conventions

No special conventions have been followed except bold fonts for the headings.

1.4 Problem Reporting

In case of ePrisons or any of its features related problems shall be reported to the following:

Name: ePrisons Support

Address: NIC HQ, 6th Floor, CGO Complex, Lodhi Road

Telephone Number: 011- 24305691

Email: support-eprisons@nic.in

1.1 Escalation Matrix

For any technical problem, If the problem remains unattended or unsolved:

Level 1

Name: Kartik Krishna M

Designation: Scientist C

Address: NIC HQ, Delhi

Pin code: 110003

Telephone Number: 011-24305678

Email: kartik.m@gov.in

Level 2

Name: Shashi kant Sharma

Designation: Scientist F

Address: NIC HQ, Delhi

Pin code: 110003

Telephone Number: 011-24305663

Email: Shashi_kant@nic.in

2 Product Features

The ePrisons software is broadly classified into eight modules. It is a complete solution for all the activities in a prison complex. The functional modules / activities for authorized user undertaken so far:

1. Prisoner Management System (PMS)
2. Visitors Management System (VMS)
3. Hospital Management System (HMS)
4. Prison Management System
5. Police Intelligence System
6. Court Monitoring
7. Kiosk Infolet
8. Legal Aid

All the above-mentioned modules require **valid credential** to login into each module. However, there are several sections and information which are open to public users and can be access directly on https://eprisons.nic.in.

Information which is easily accessible for everyone on ePrisons website are:

1. **New Visit Registration** – Entry form for visitor information and prisoner detail to meet.

2. **Visit Status** – To track the request status to meet prisoner.
3. **Dashboard** displays valuable information in numbers (count) such as:
   - ✓ **State** Prisoner Data
   - ✓ **Data filter** as soon as data filter is select, data will automatically arrange and display result based on selected option.
   - ✓ **Graph** of Nationwide prison population trend (last 7 days)
   - ✓ **Graph** of Nationwide prison population (top 7states)
4. **Grievance** – Entry form to capture complainant details and Grievance details.
5. **Grievance Status** – To track the grievance request status.
6. **Contact US**
7. **ePrison Live**

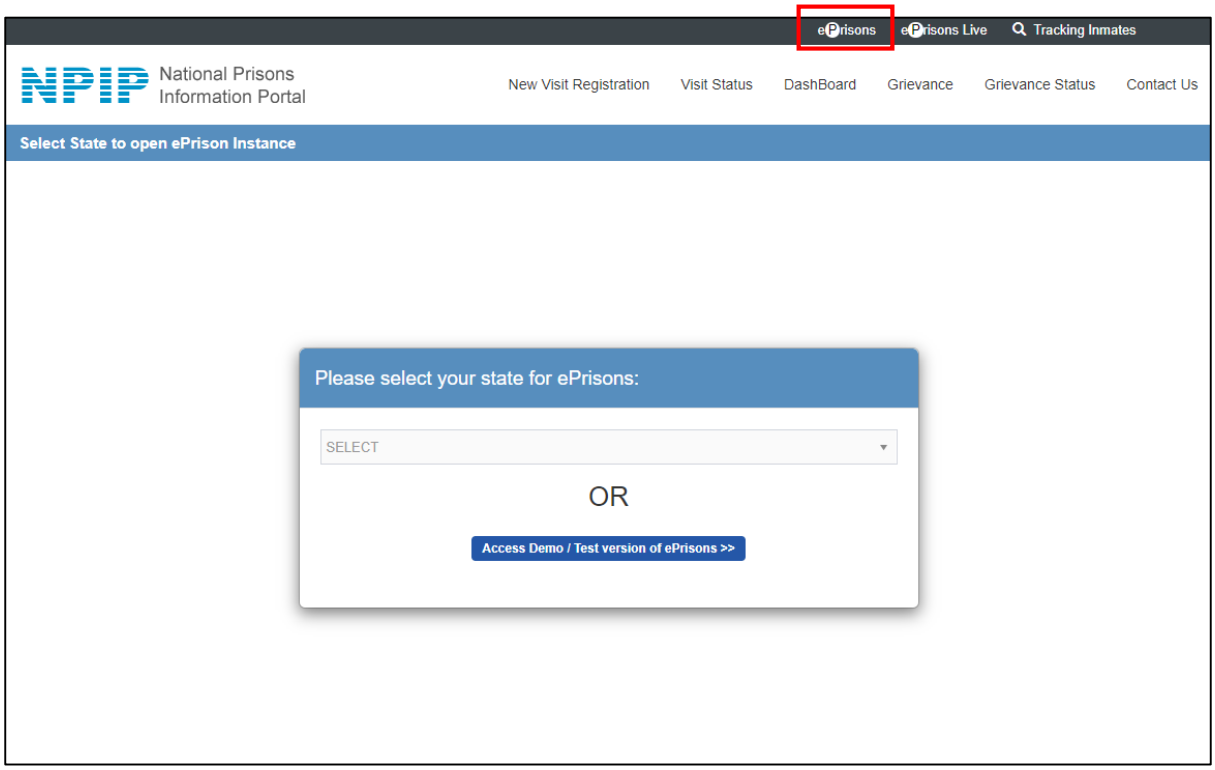
3 Accessing ePrisons application

Open ePrisons URL (https://eprisons.nic.in) in any browser (Firefox, chrome, IE etc.)

Main Screen of ePrisons: This is the first interaction of the software with the user. The main screen is as shown below.

4 How to Login

1. Click on ePrisons on top left side, option to select the State displays.



2. Soon after selecting the States, A login screen is opened in new tab.
3. Enter Username and Password and click on Login button.

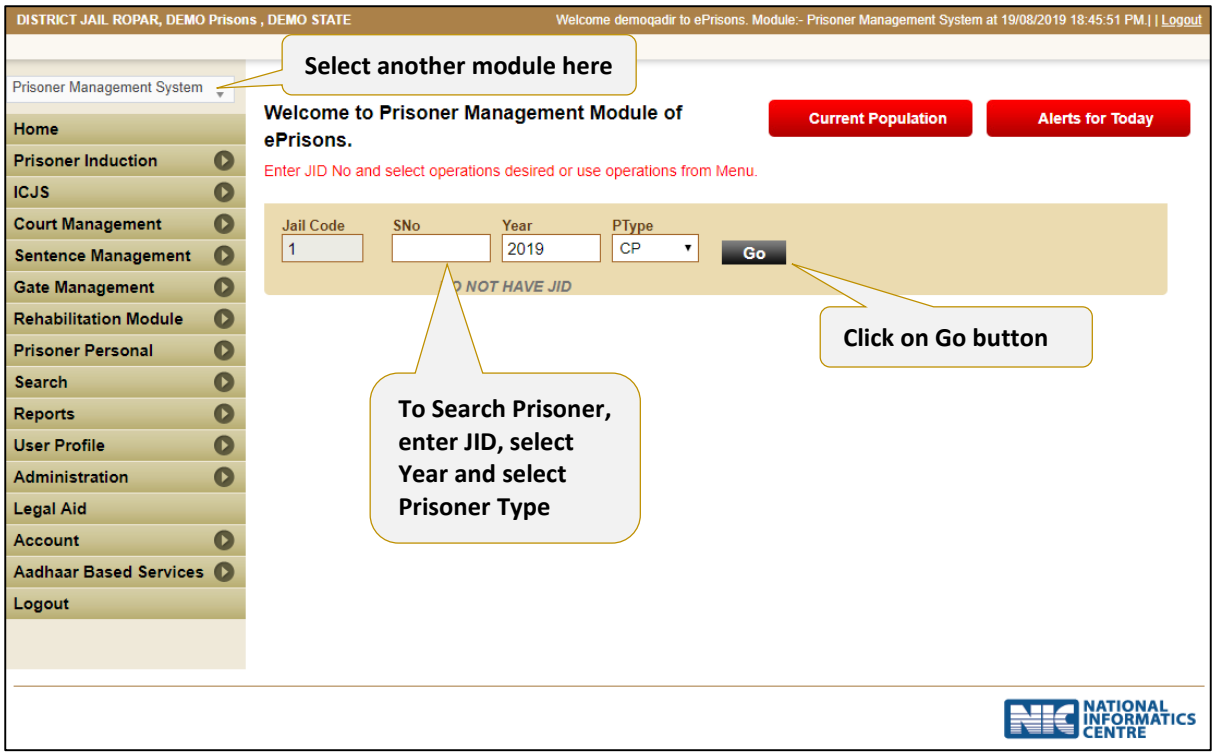
Please note: Make sure to Allow Pop-up window in browser else login window won't open.

Role based login allows to user to see specific Menu items and features based on the User's roles.

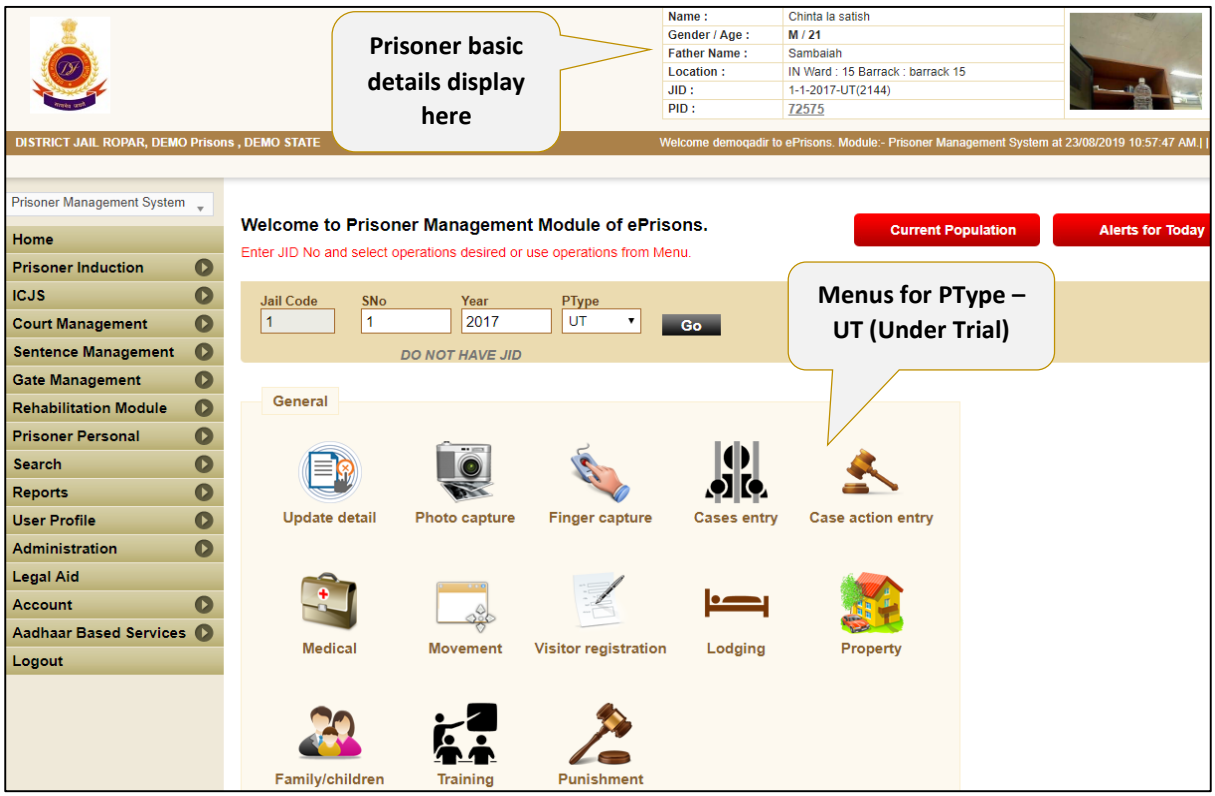
5 Prisoner Management System

5.1 Home

After login, user can see available menus like Prison Management System (Role based menu item will be displayed to individual user).

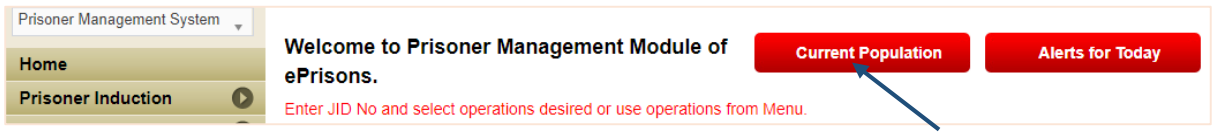


Menu options displays as per PType – Prisoner Type.

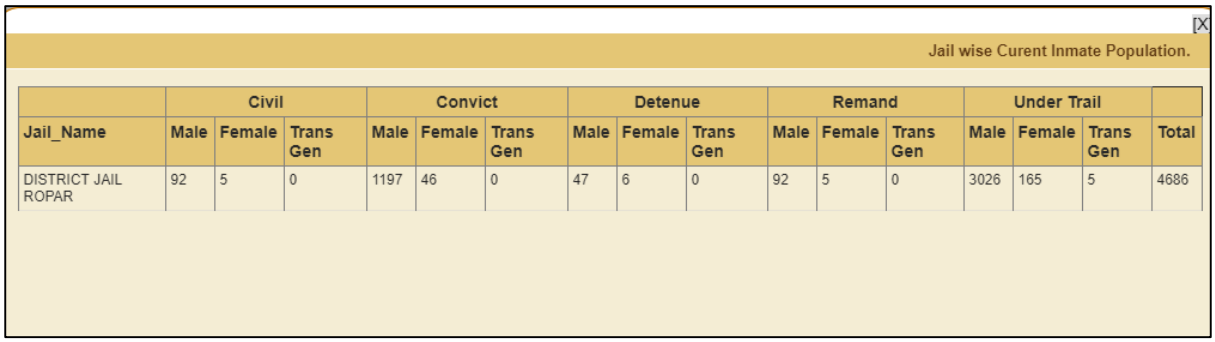


On left hand side, additional menu shows up on changing prisoner type/category. Like in below screen “Convict” menu items display.

Click on Current Population,



Total population of the jail will show on pop-up screen.

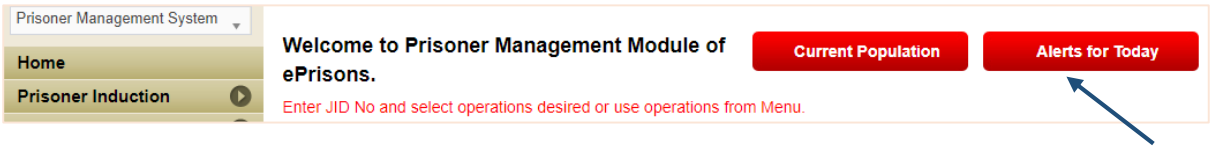


[X]

Jail wise Curent Inmate Population.

	Civil			Convict			Detenue			Remand			Under Trail			
Jail_Name	Male	Female	Trans Gen	Male	Female	Trans Gen	Male	Female	Trans Gen	Male	Female	Trans Gen	Male	Female	Trans Gen	Total
DISTRICT JAIL ROPAR	92	5	0	1197	46	0	47	6	0	92	5	0	3026	165	5	4686

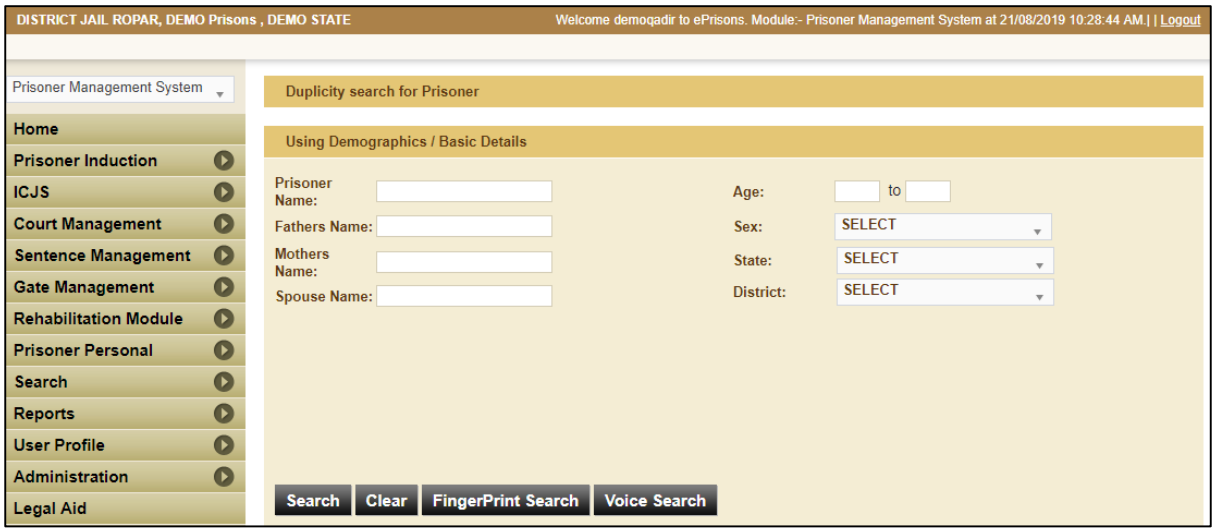
Click on Alert for Today button



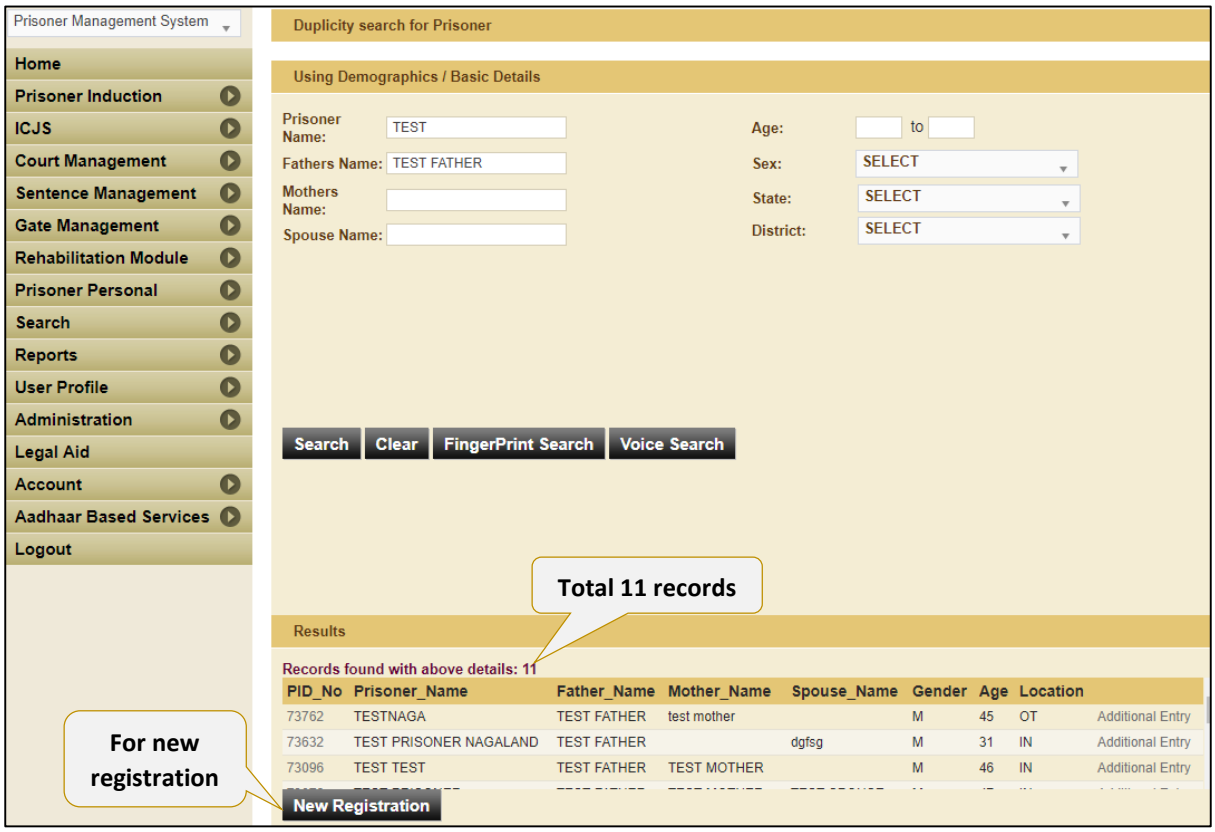
Below screen will show where user can see alerts

5.2 How to Add New Prisoner

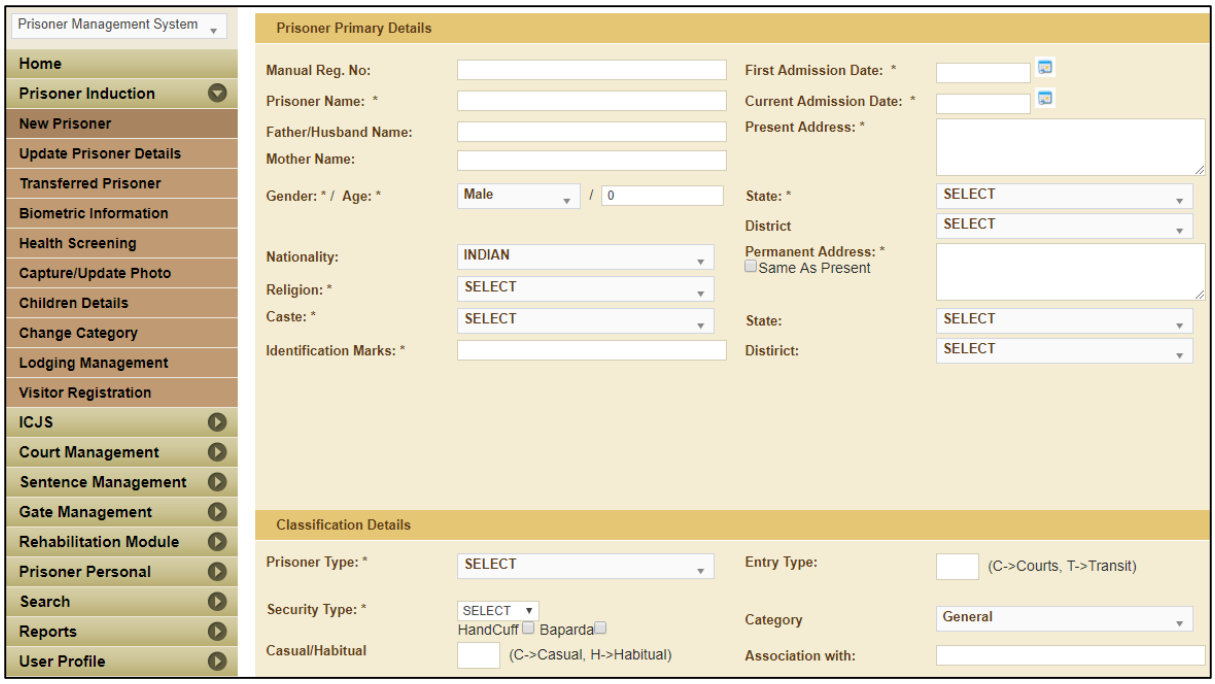
1. Click New Prisoner under Prisoner Induction menu on left hand side.
2. Below screen open, where user can check if the prisoner is already exist in the ePrison system.
3. To search prisoner detail, enter any of the field(s) and click Search button.

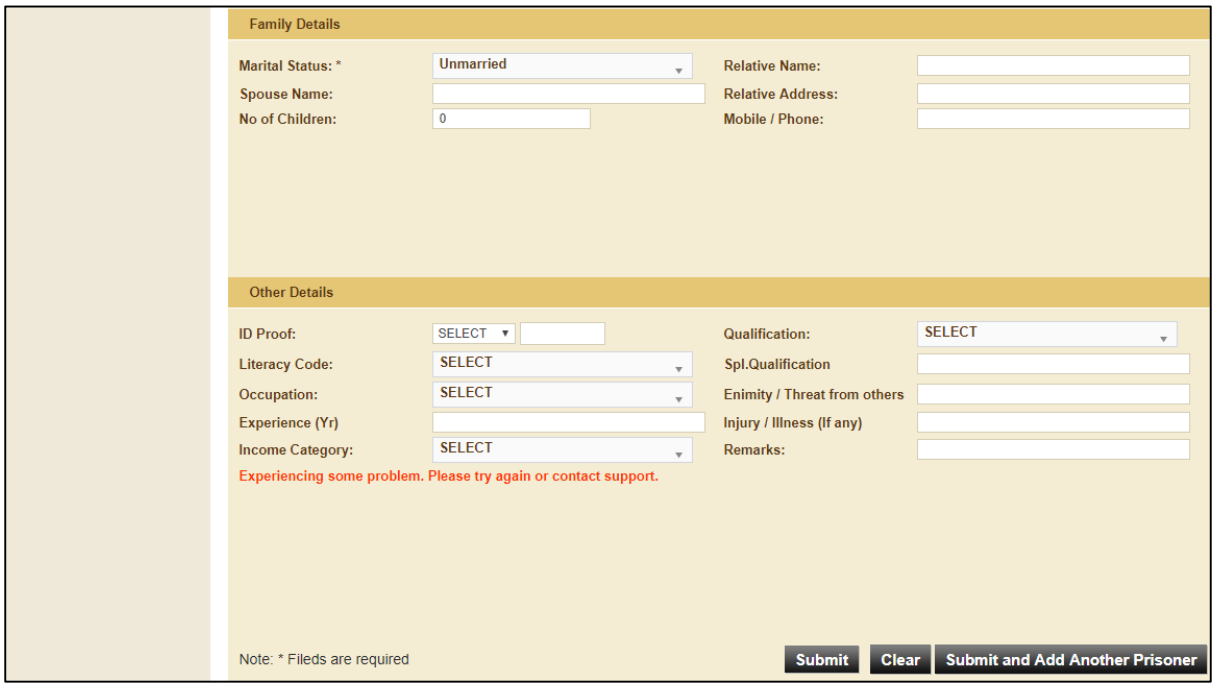


4. In Search result total 11 records found. To narrow down the search result, finger print of the prisoner can be scanned to check the existence of the prisoner. If results found that means prisoner detail is already available and user can proceed with the same prisoner entry. If prisoner details not found, click on New Registration button.



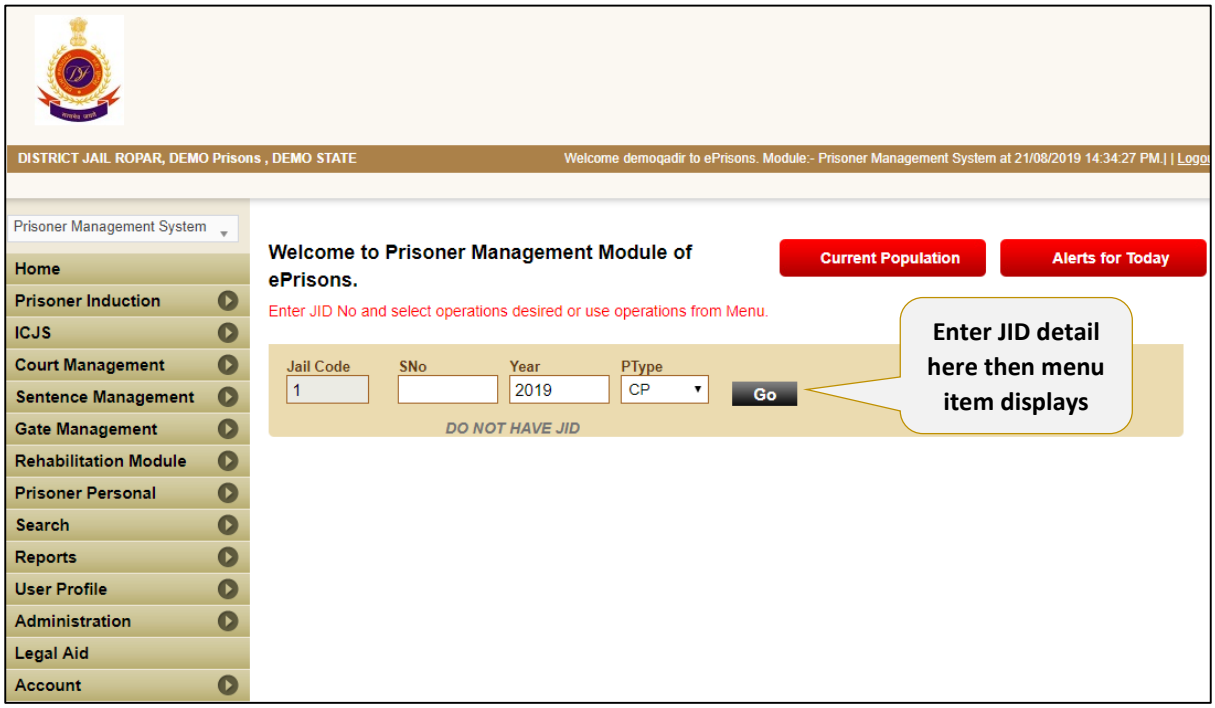
On click New Registration, below form opens, fill in prisoner details and click Submit button.



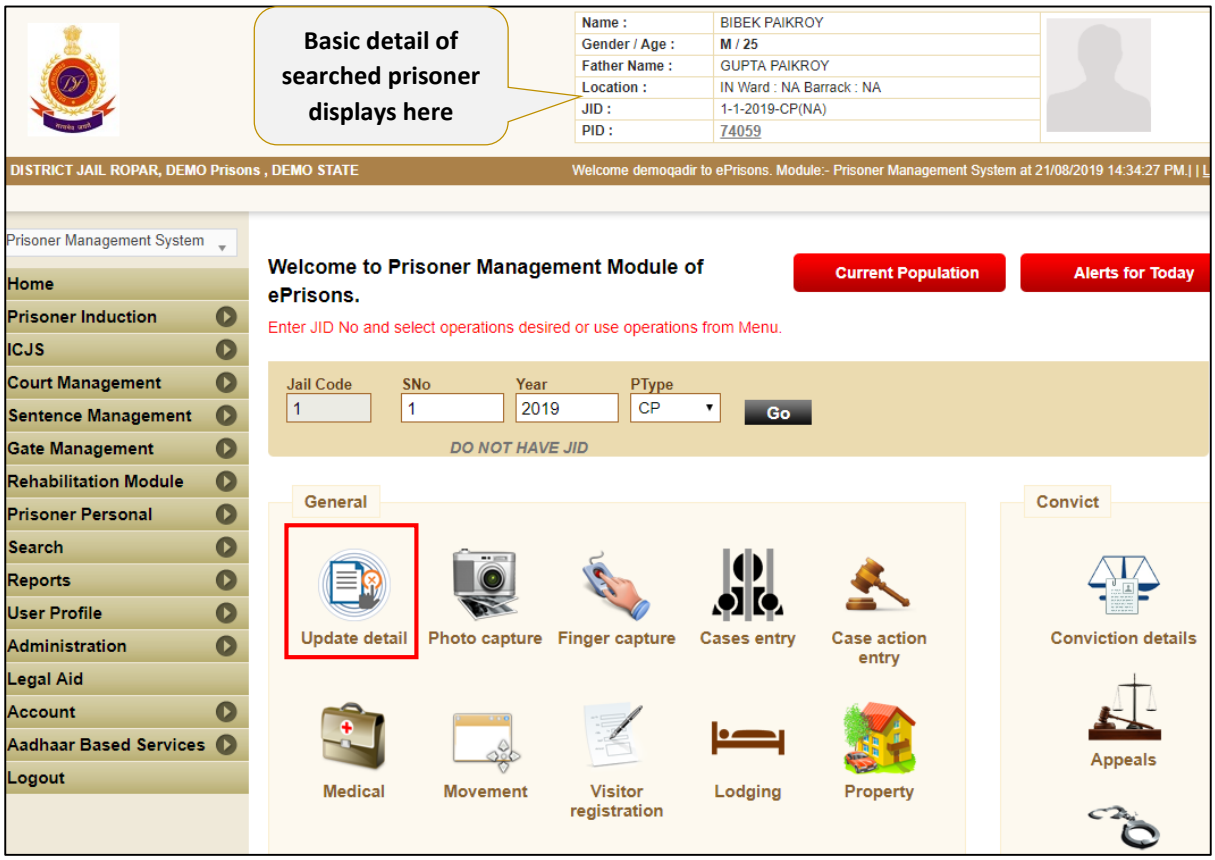

Family Details
Marital Status: *
Unmarried
Spouse Name:
No of Children:
0
Relative Name:
Relative Address:
Mobile / Phone:
Other Details
ID Proof:
SELECT
Literacy Code:
SELECT
Occupation:
SELECT
Experience (Yr)
Income Category:
SELECT
Qualification:
SELECT
Spl.Qualification
Enimity / Threat from others
Injury / Illness (If any)
Remarks:
Experiencing some problem. Please try again or contact support.
Note: * Fileds are required
Submit
Clear
Submit and Add Another Prisoner

5.3 How to Update Existing Prisoner Details

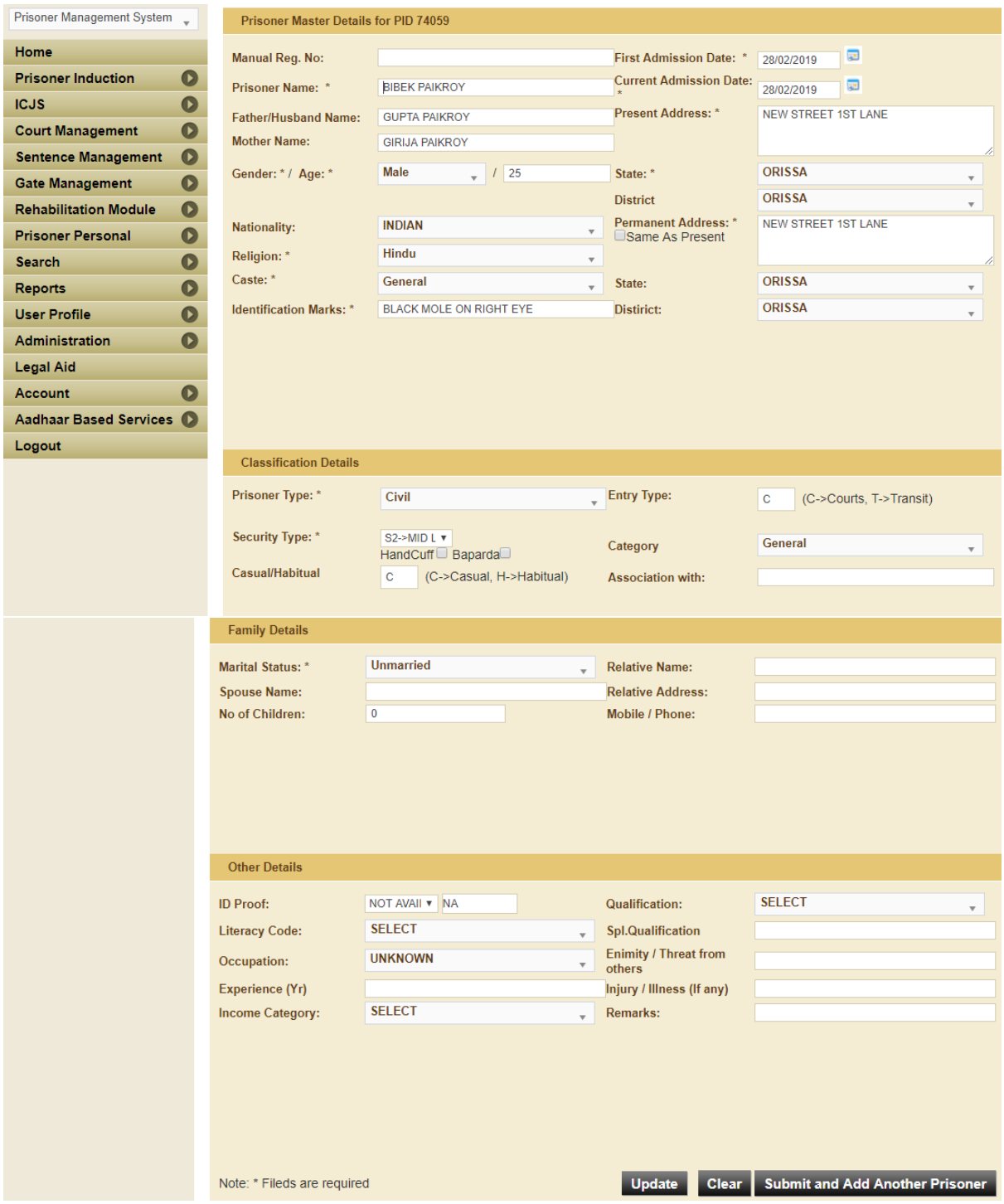
1. On the home page, enter JID S.No. and click Go button



2. Prisoner record found, click on Update Detail on Home screen.

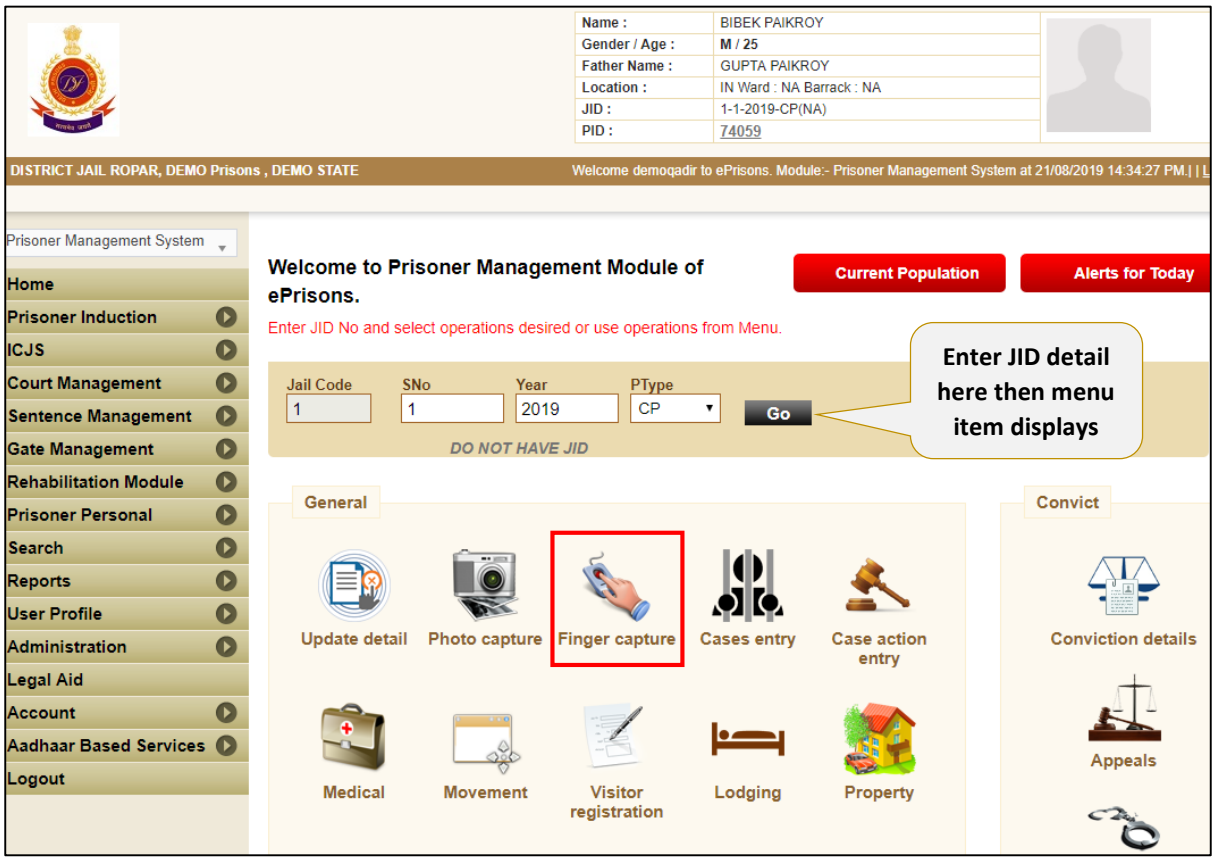


3. Prisoner details open, officer may change the details if required and click on Update button to save the changes.

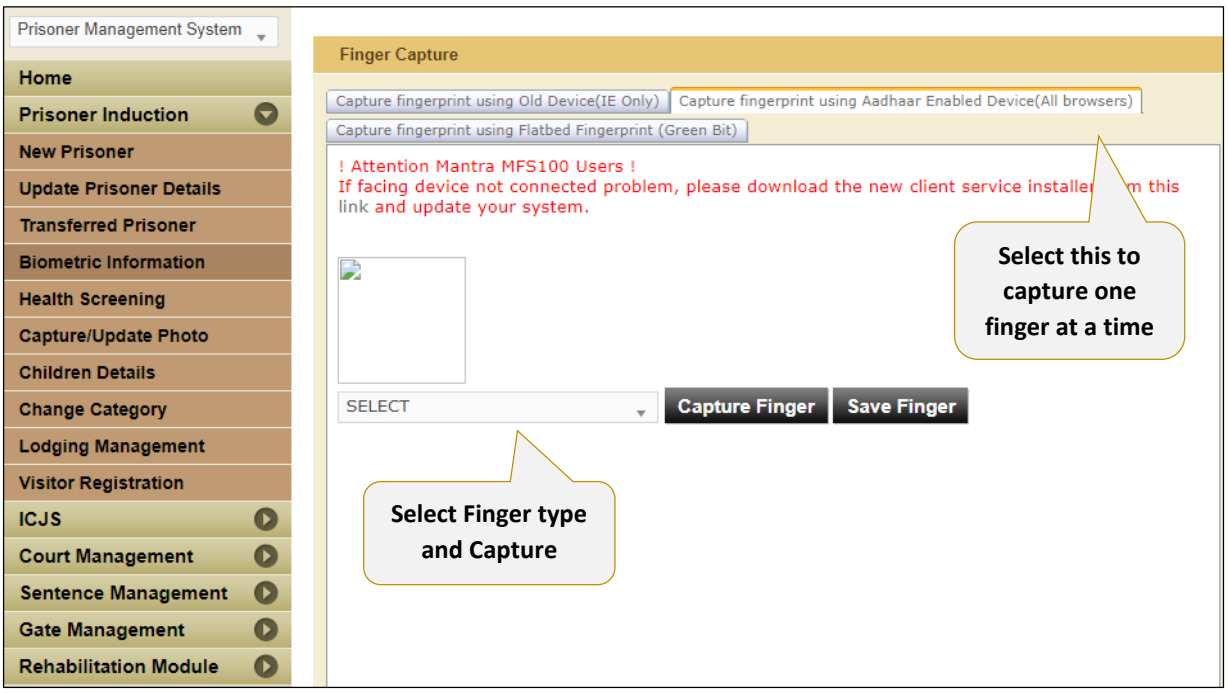

Prisoner Management System
Home
Prisoner Induction
ICJS
Court Management
Sentence Management
Gate Management
Rehabilitation Module
Prisoner Personal
Search
Reports
User Profile
Administration
Legal Aid
Account
Aadhaar Based Services
Logout
Prisoner Master Details for PID 74059
Manual Reg. No:
First Admission Date: * 28/02/2019
Prisoner Name: * BIBEK PAIKROY
Current Admission Date: * 28/02/2019
Father/Husband Name: GUPTA PAIKROY
Present Address: * NEW STREET 1ST LANE
Mother Name: GIRIJA PAIKROY
Gender: * / Age: * Male / 25
State: * ORISSA
District ORISSA
Nationality: INDIAN
Permanent Address: * Same As Present
NEW STREET 1ST LANE
Religion: * Hindu
Caste: * General
State: ORISSA
Identification Marks: * BLACK MOLE ON RIGHT EYE
Distirict: ORISSA
Classification Details
Prisoner Type: * Civil
Entry Type: C (C->Courts, T->Transit)
Security Type: * S2->MID L
HandCuff Baparda
Category General
Casual/Habitual C (C->Casual, H->Habitual)
Association with:
Family Details
Marital Status: * Unmarried
Relative Name:
Spouse Name:
Relative Address:
No of Children: 0
Mobile / Phone:
Other Details
ID Proof: NOT AVAII NA
Qualification: SELECT
Literacy Code: SELECT
Spl.Qualification
Occupation: UNKNOWN
Enimity / Threat from others
Experience (Yr)
Injury / Illness (If any)
Income Category: SELECT
Remarks:
Note: * Fileds are required
Update
Clear
Submit and Add Another Prisoner

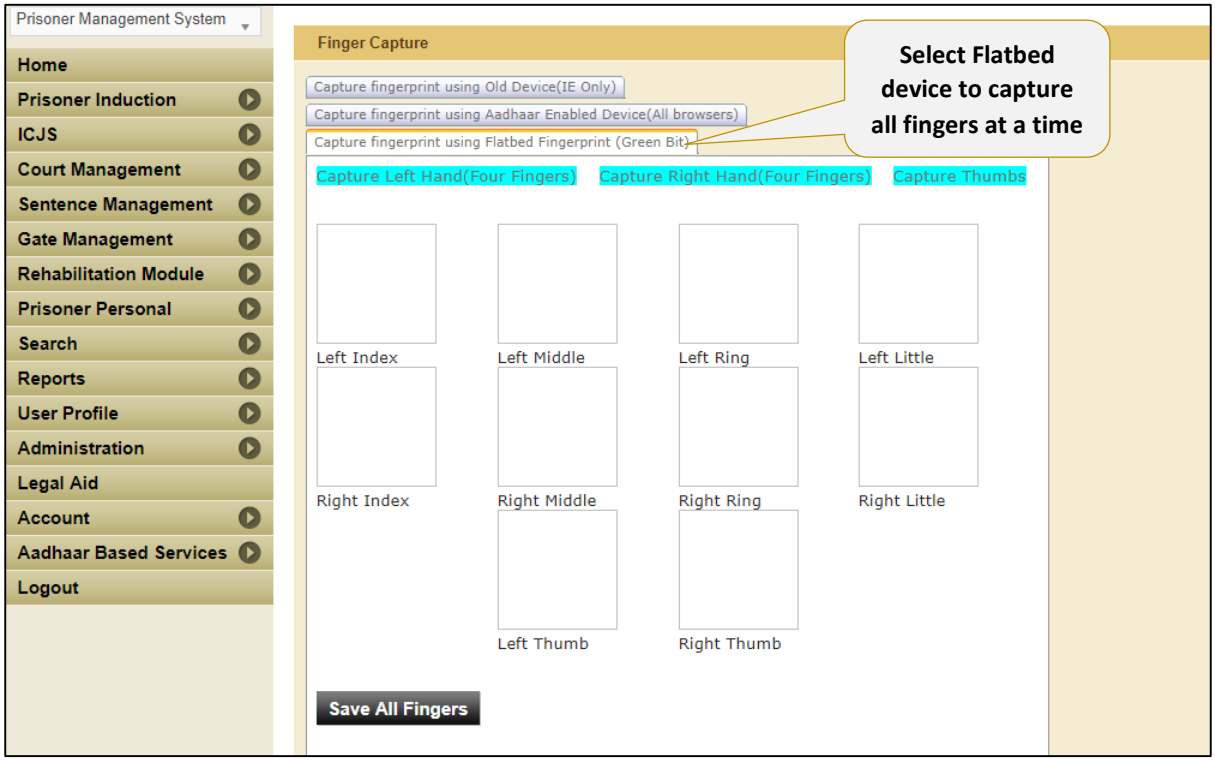
5.4 How to Capture Finger Prints

1. On the home screen, enter the JID S.No. and click Go button. Prisoner record found.
2. Click on 'Finger Capture' icon on Home screen.



3. Select finger print device option (please note that old device is obsolete in India so please use either Aadhaar enabled device or Flatbed device instead).

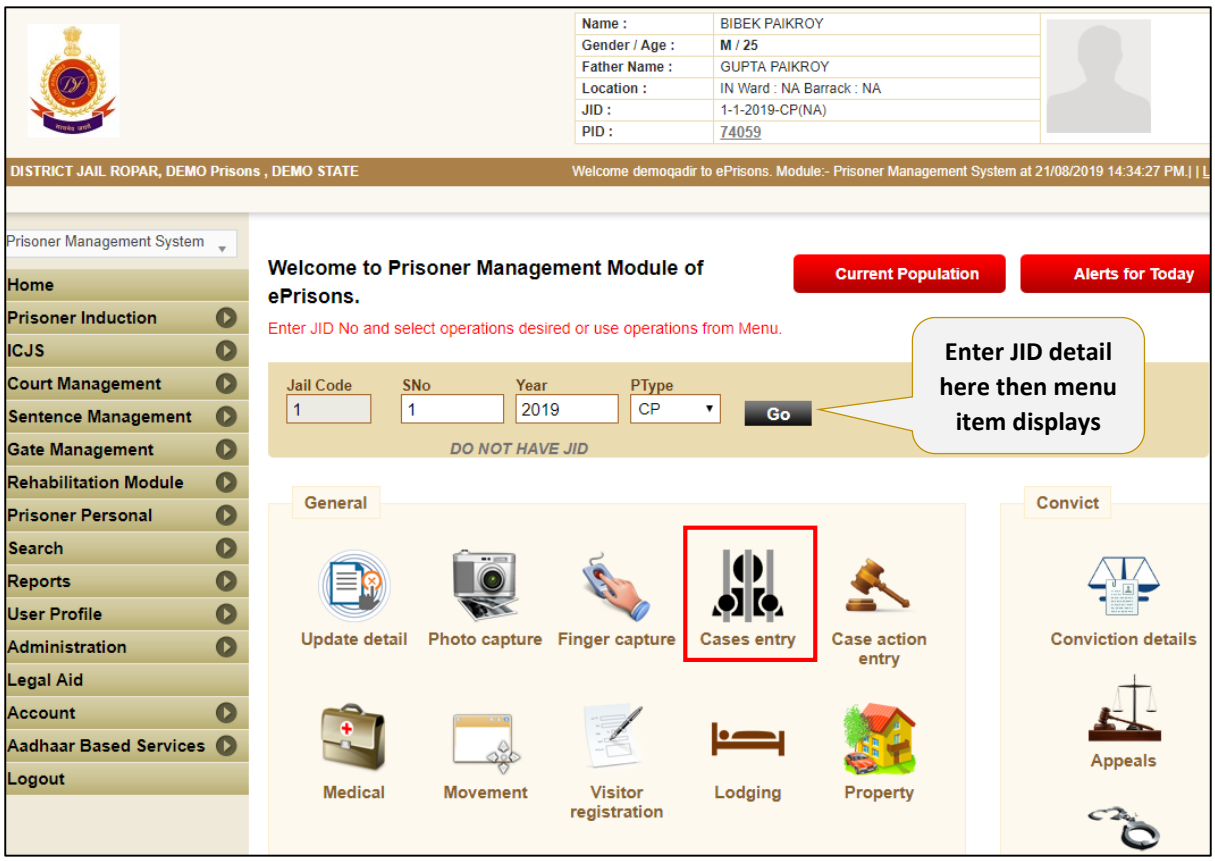

Prisoner Management System
Home
Prisoner Induction
New Prisoner
Update Prisoner Details
Transferred Prisoner
Biometric Information
Health Screening
Capture/Update Photo
Children Details
Change Category
Lodging Management
Visitor Registration
ICJS
Court Management
Sentence Management
Gate Management
Rehabilitation Module
Finger Capture
Capture fingerprint using Old Device(IE Only)
Capture fingerprint using Aadhaar Enabled Device(All browsers)
Capture fingerprint using Flatbed Fingerprint (Green Bit)
! Attention Mantra MFS100 Users !
If facing device not connected problem, please download the new client service installer from this link and update your system.
Select this to capture one finger at a time
SELECT
Capture Finger
Save Finger
Select Finger type and Capture


Prisoner Management System
Home
Prisoner Induction
ICJS
Court Management
Sentence Management
Gate Management
Rehabilitation Module
Prisoner Personal
Search
Reports
User Profile
Administration
Legal Aid
Account
Aadhaar Based Services
Logout
Finger Capture
Capture fingerprint using Old Device(IE Only)
Capture fingerprint using Aadhaar Enabled Device(All browsers)
Capture fingerprint using Flatbed Fingerprint (Green Bit)
Select Flatbed device to capture all fingers at a time
Capture Left Hand(Four Fingers)
Capture Right Hand(Four Fingers)
Capture Thumbs
Left Index
Left Middle
Left Ring
Left Little
Right Index
Right Middle
Right Ring
Right Little
Left Thumb
Right Thumb
Save All Fingers

5.5 How to Add Court Cases Entry

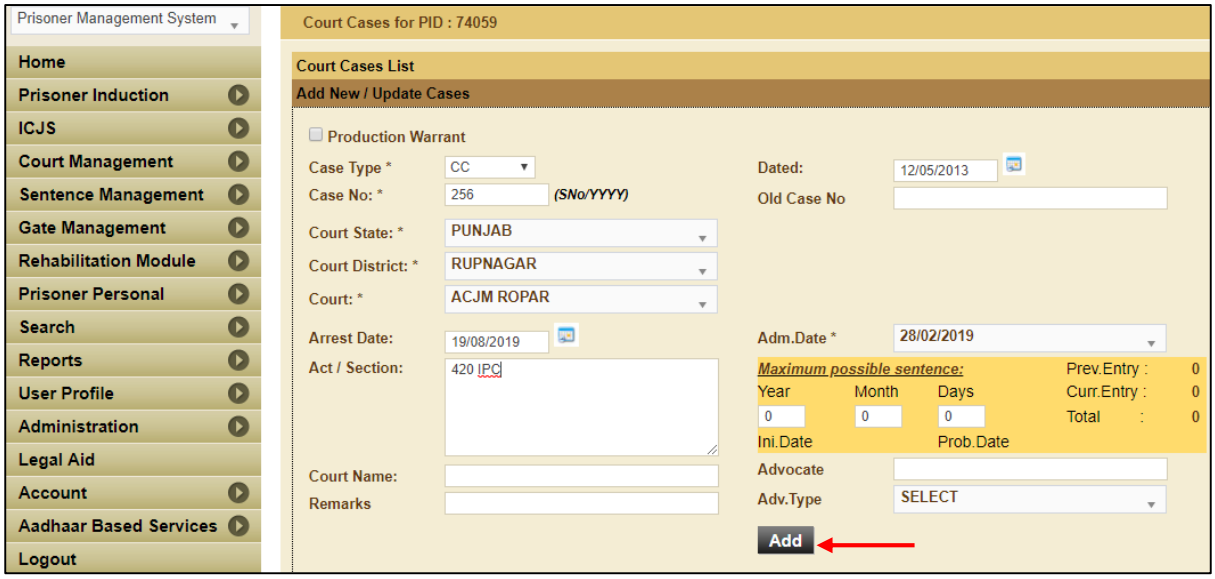
Multiple cases can be added against one prisoner.

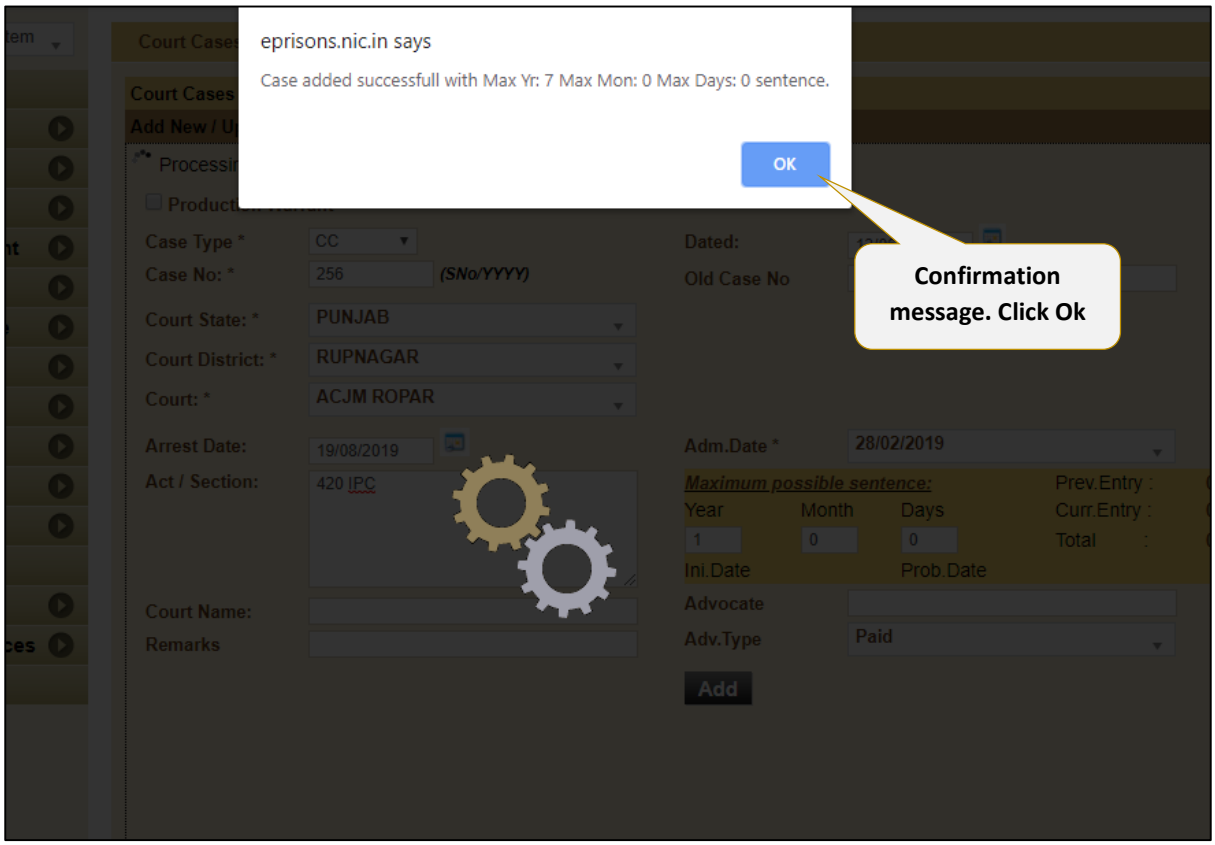
1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Cases Entry' icon on Home screen.



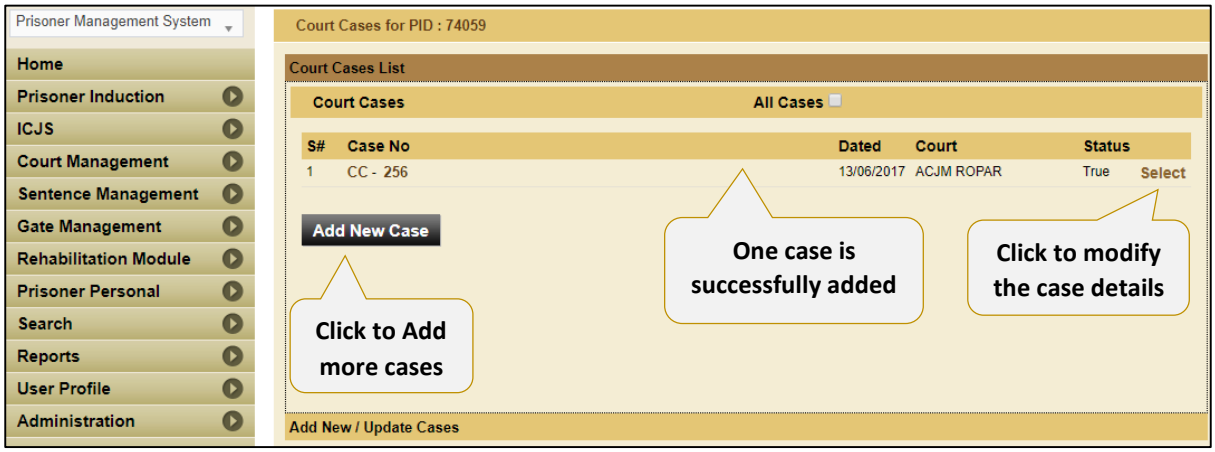
3. There is no court case found for this prisoner. Click on Add New Case button for new case entry.

4. Fill in all the details, enter multiple Act & Section comma (,) or semicolon (;) separated like (420 IPC; 324 CrPC etc.) then maximum possible sentence is calculated automatically. (if in case it doesn't happen please enter manually).
5. Click Add button to save the record



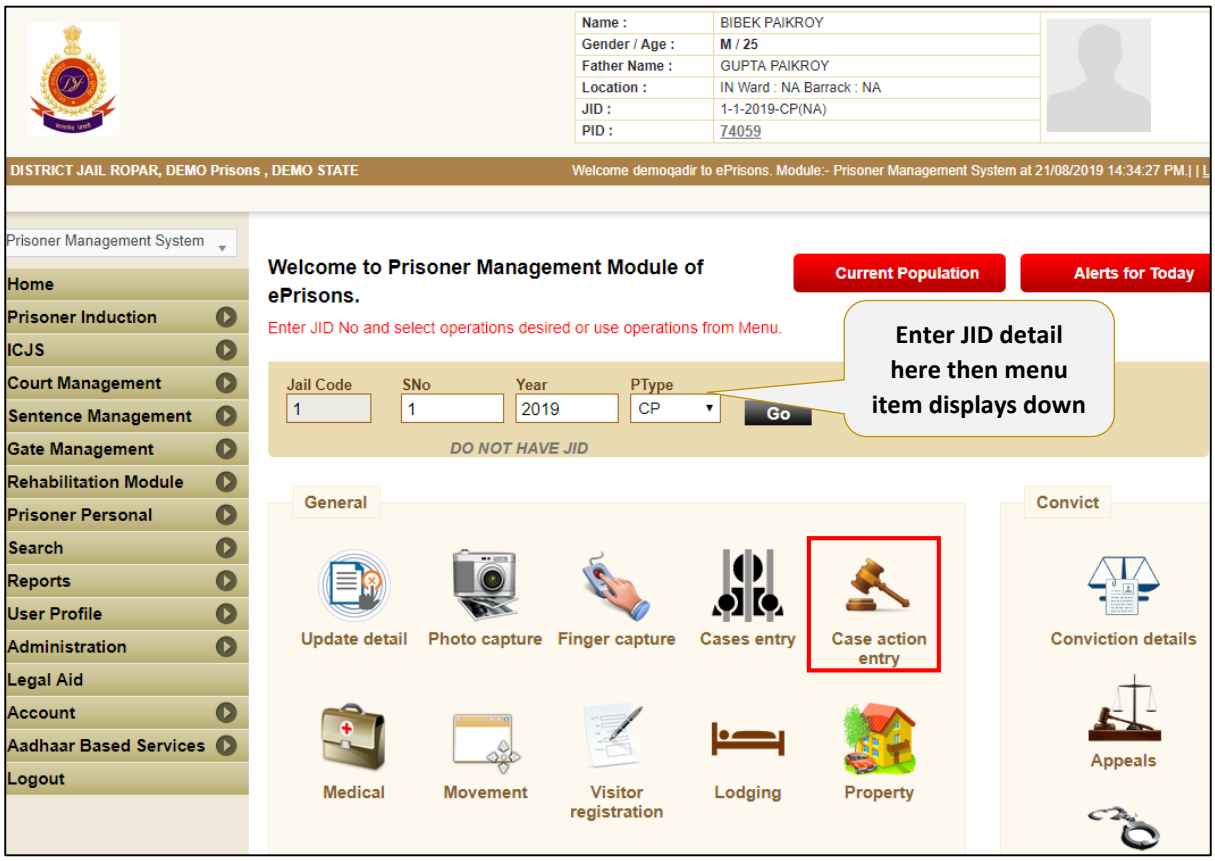

eprisons.nic.in says
Case added successfull with Max Yr: 7 Max Mon: 0 Max Days: 0 sentence.
OK
Confirmation message. Click Ok
Court Cases
Case Type *
CC
Case No: *
256
(SNo/YYYY)
Dated:
Old Case No
Court State: *
PUNJAB
Court District: *
RUPNAGAR
Court: *
ACJM ROPAR
Arrest Date:
19/08/2019
Act / Section:
420 IPC
Adm.Date *
28/02/2019
Maximum possible sentence:
Year
Month
Days
Prev.Entry :
Curr.Entry :
Total :
Ini.Date
Prob.Date
Court Name:
Remarks
Advocate
Adv.Type
Paid
Add

6. List of cases against the prisoner will display like this.

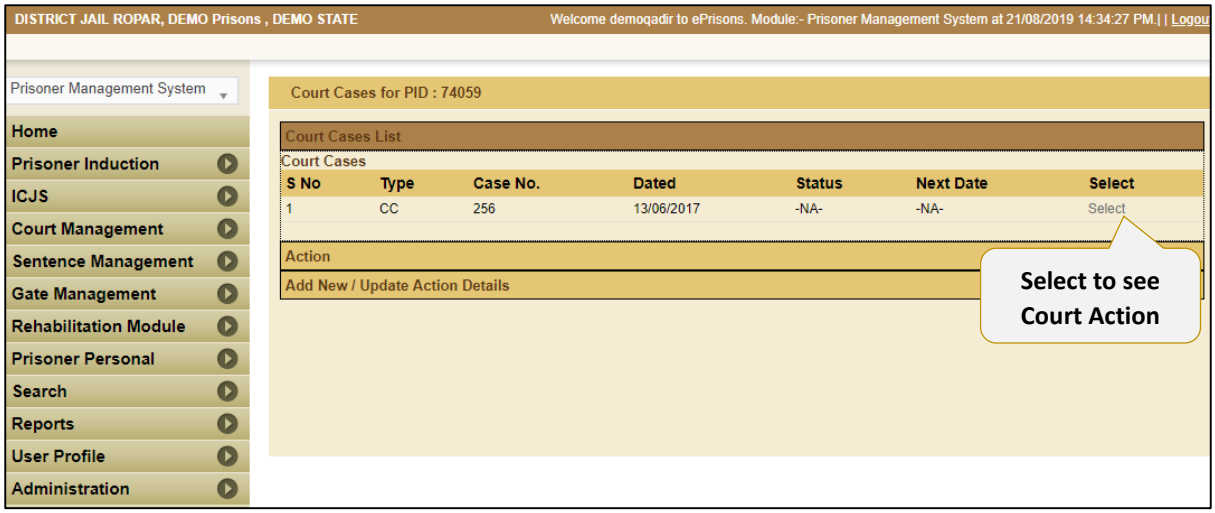


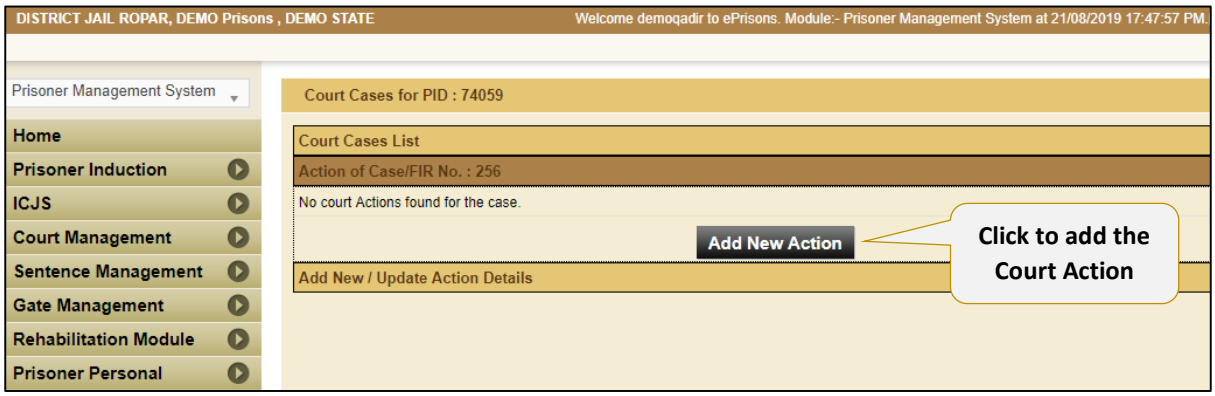
5.6 How to Add Case Action Entry

1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Case Action Entry' icon on Home screen.

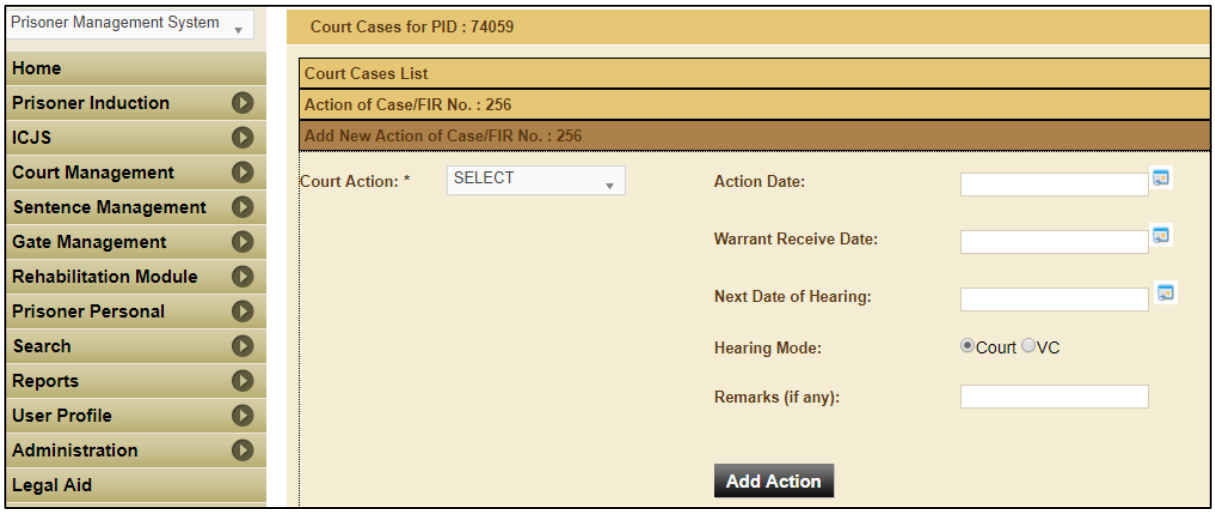


3. Click Select button to see the court action for the case.





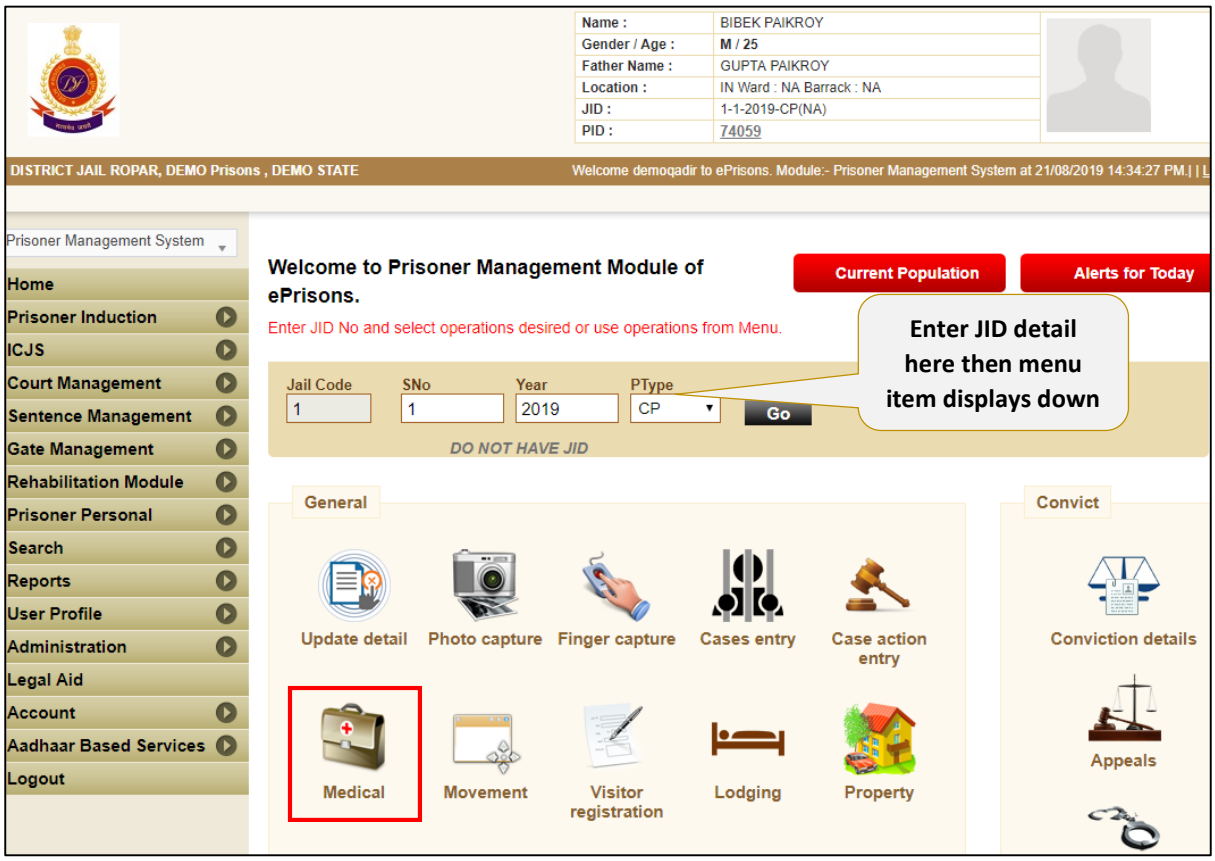
4. Fill in the detail to add the court action for particular case.



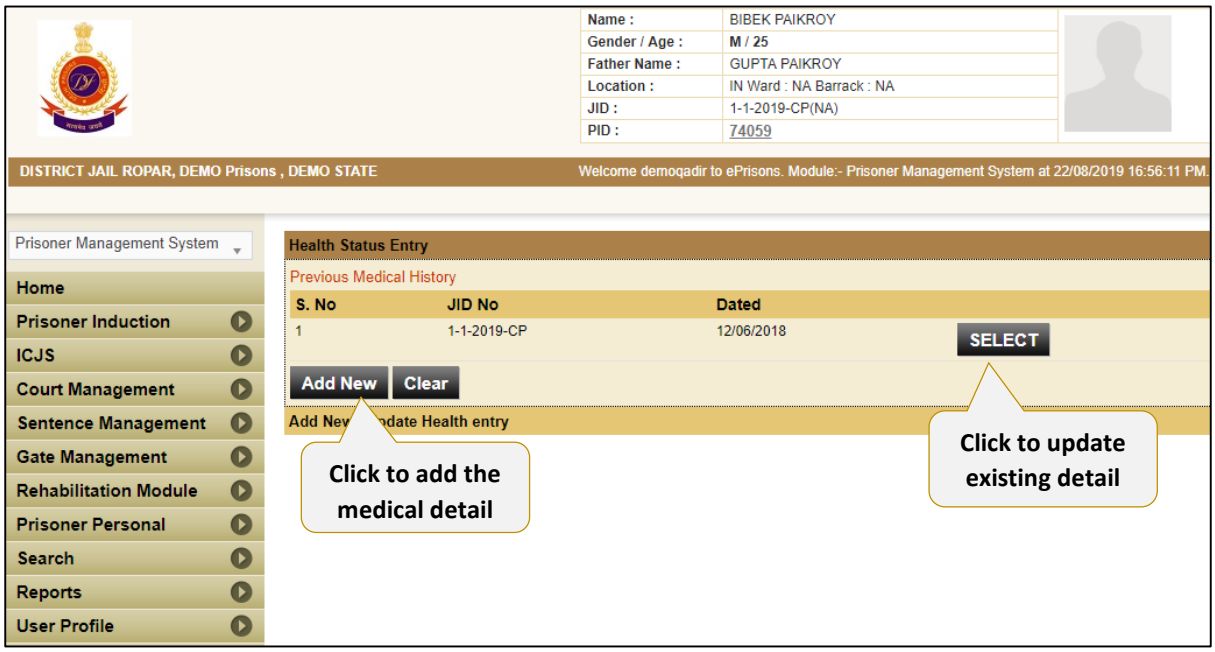
5. Confirmation message displays that Record is inserted successfully.

5.7 How to insert Medical details

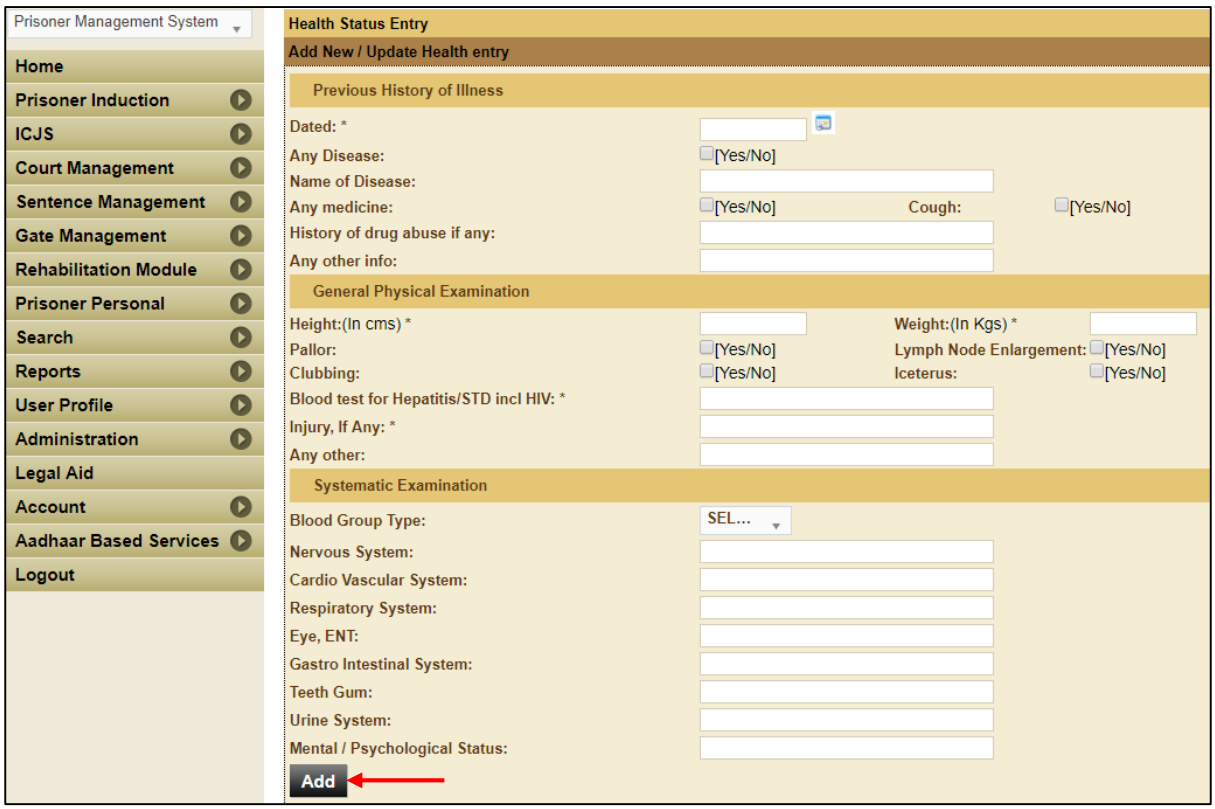
1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Medical' icon on Home screen.



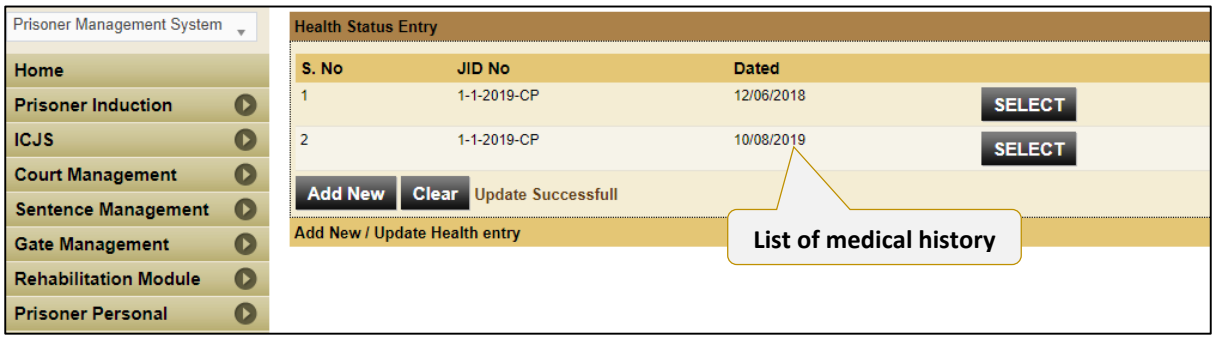
3. Click Select button to see/modify the medical details of a prisoner.



4. Fill in all health detail and click Add button.

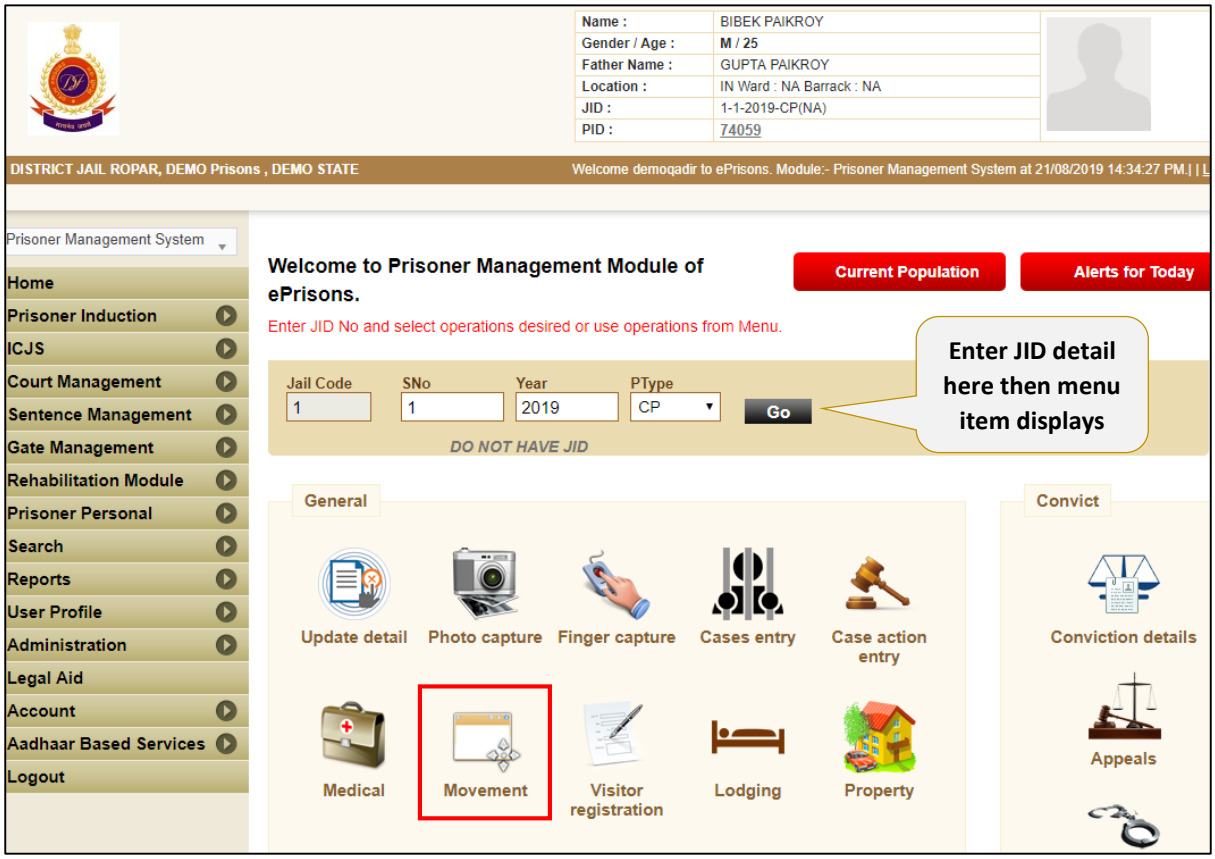


5. New entry added and confirmation message displays.

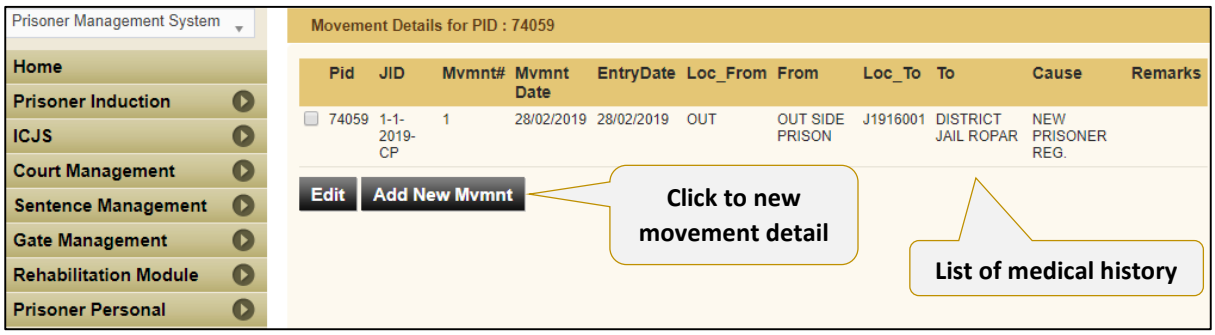

Prisoner Management System
Home
Prisoner Induction
ICJS
Court Management
Sentence Management
Gate Management
Rehabilitation Module
Prisoner Personal
Health Status Entry
S. No
JID No
Dated
1
1-1-2019-CP
12/06/2018
SELECT
2
1-1-2019-CP
10/08/2019
SELECT
Add New
Clear
Update Successfull
Add New / Update Health entry
List of medical history

5.8 How to insert Prisoner Movement details

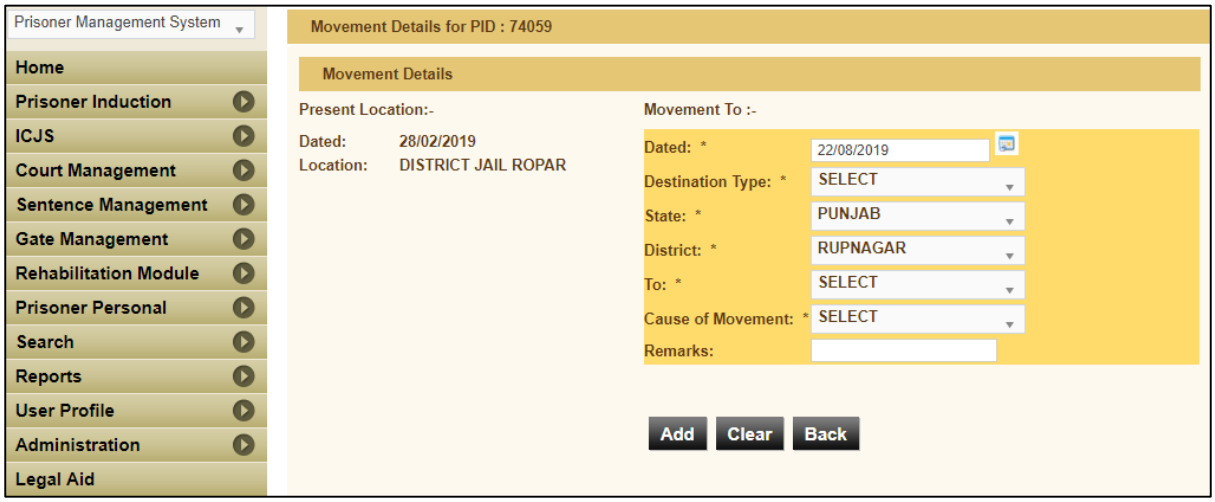
1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on Movement icon on Home screen.



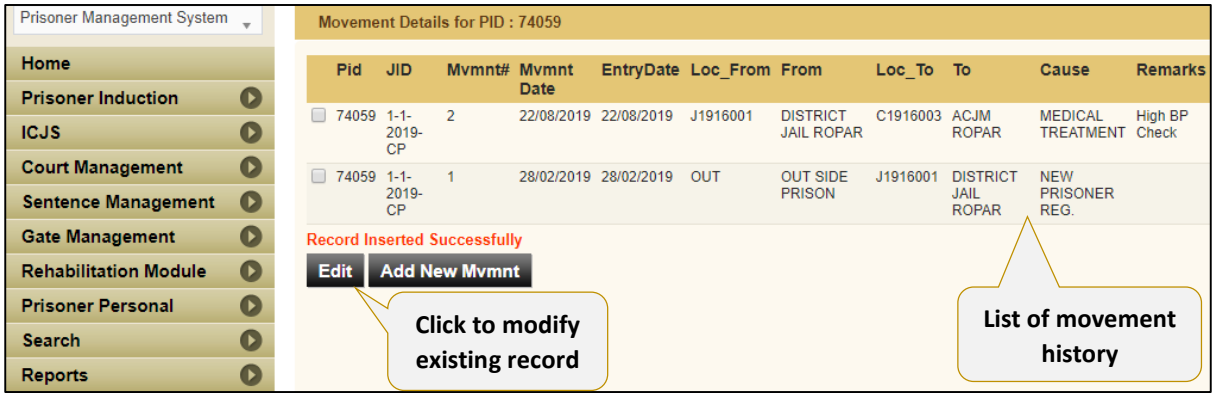
3. Click Select button to see/modify the medical details of a prisoner.



4. Fill in movement detail and click Add button.



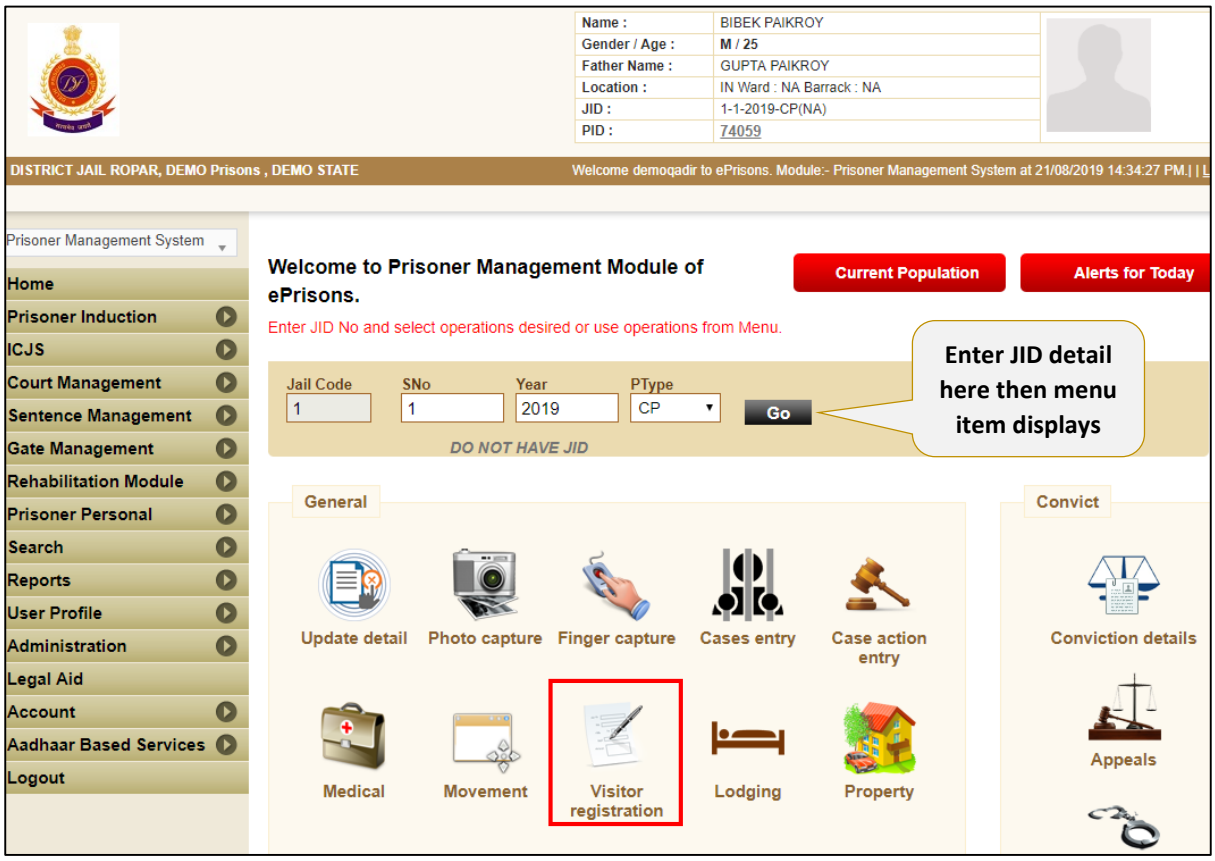
5. Confirmation message display that "Record inserted successfully.



5.9 How to add Visitors

Visitors are the relatives or friends of the prisoners to whom prisoner wants to meet. People mentioned in the visitor list can only visit the prisoner, all others are restricted.

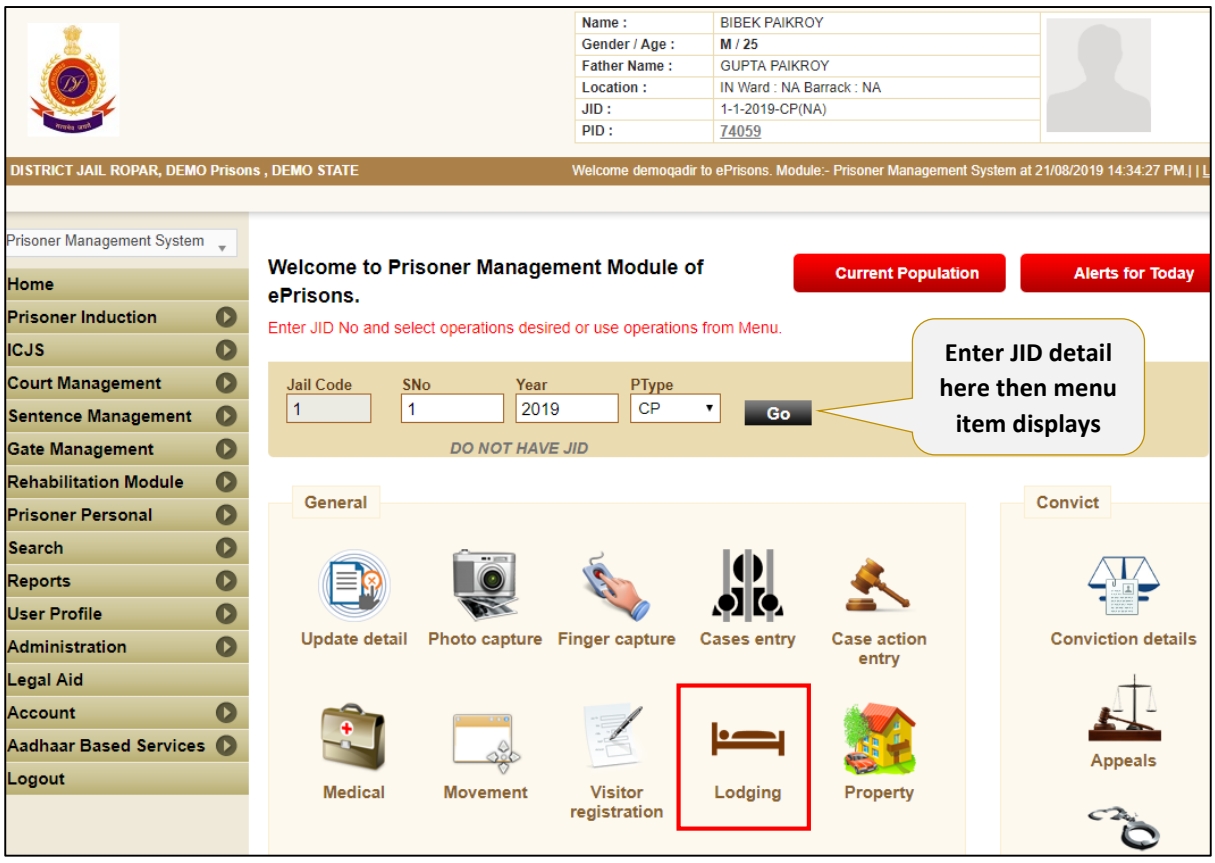
1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on Visitor Registration icon on Home screen.



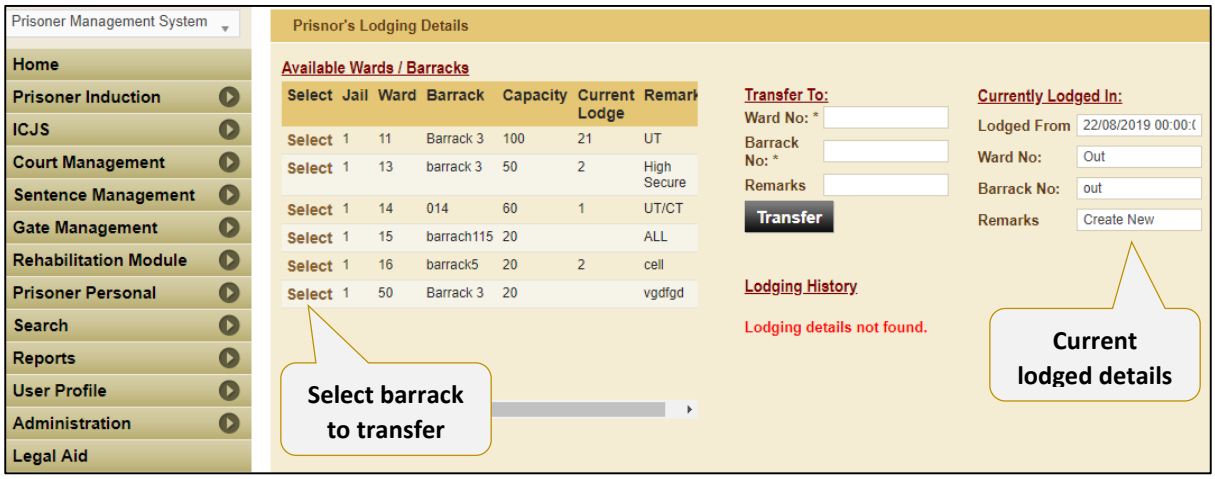
3. Fill in visitor detail and click Add button.

5.10 How to add Lodging Details

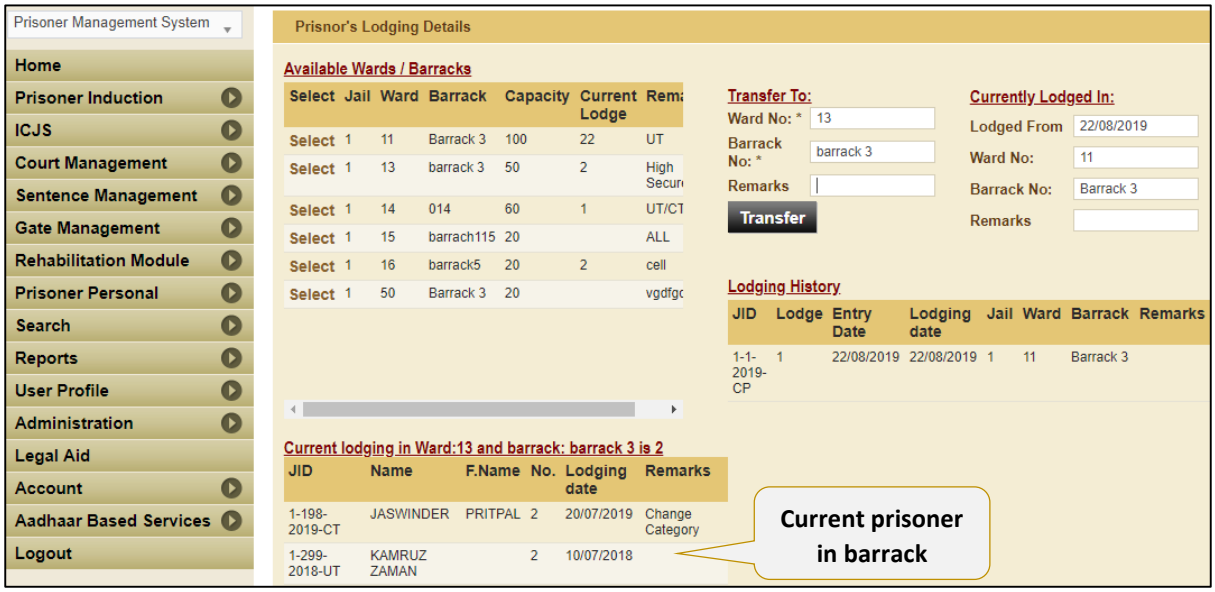
1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Lodging' icon on Home screen.



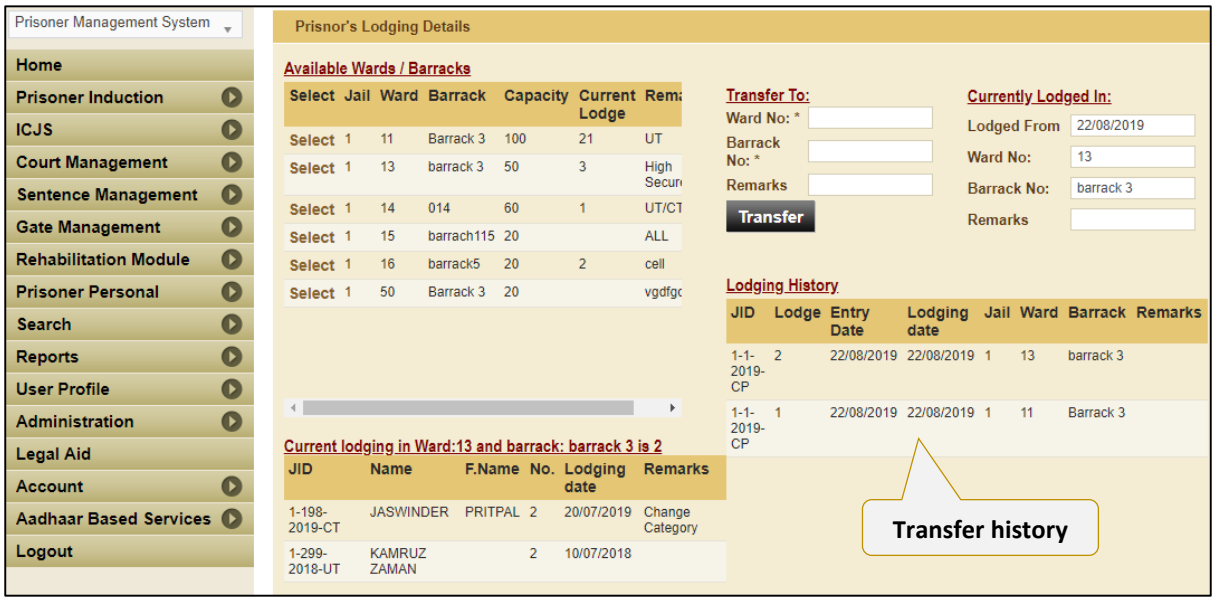
3. On left hand side, available barrack list displays, on right hand side current lodging detail displays.


Prisoner Management System
Home
Prisoner Induction
ICJS
Court Management
Sentence Management
Gate Management
Rehabilitation Module
Prisoner Personal
Search
Reports
User Profile
Administration
Legal Aid
Prisnor's Lodging Details
Available Wards / Barracks
Select Jail Ward Barrack Capacity Current Lodge Remark
Select 1 11 Barrack 3 100 21 UT
Select 1 13 barrack 3 50 2 High Secure
Select 1 14 014 60 1 UT/CT
Select 1 15 barrach115 20 ALL
Select 1 16 barrack5 20 2 cell
Select 1 50 Barrack 3 20 vgdfgd
Transfer To:
Ward No: *
Barrack No: *
Remarks
Transfer
Lodging History
Lodging details not found.
Currently Lodged In:
Lodged From 22/08/2019 00:00:(
Ward No: Out
Barrack No: out
Remarks Create New
Select barrack to transfer
Current lodged details

4. To transfer the prisoner, select available barrack, detail displays in the form and on left down side current prisoner staying in that barrack will also display.
5. Enter remark in Transfer To and click Transfer button.

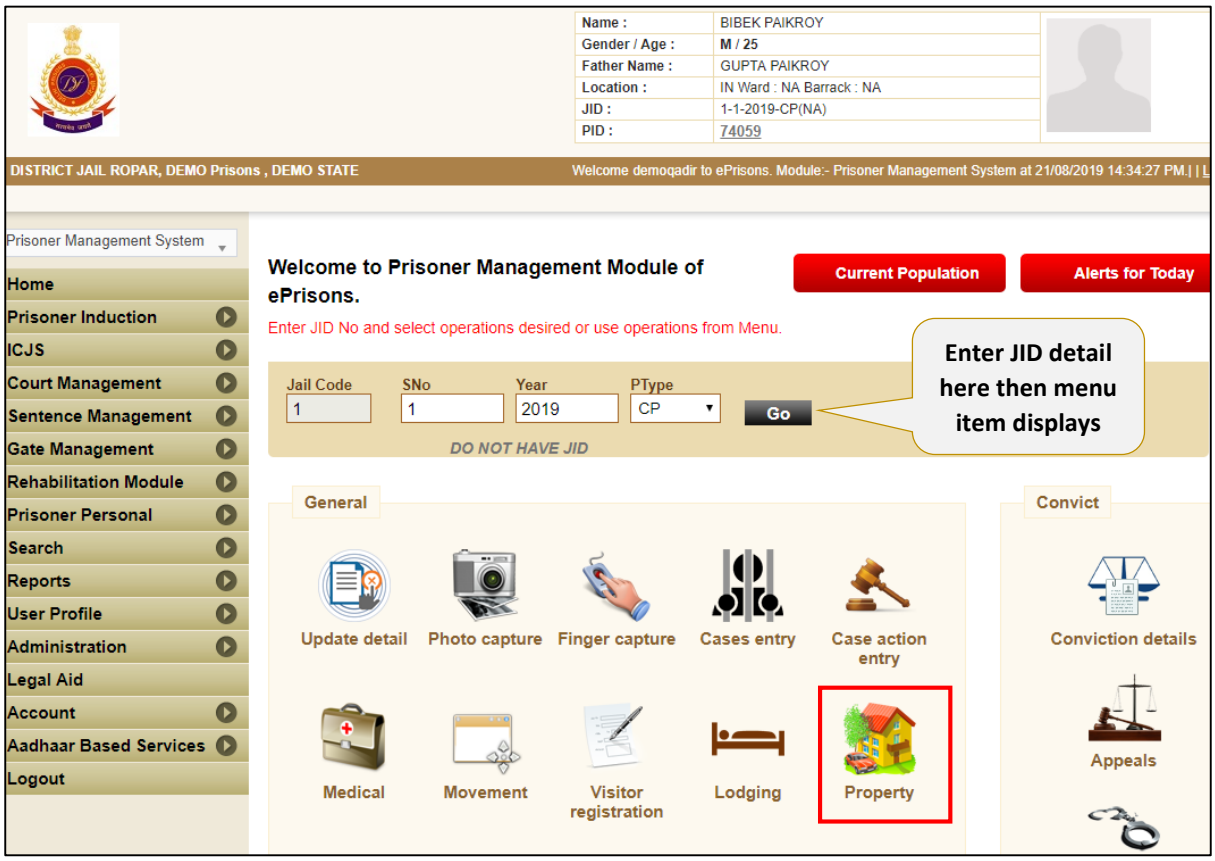


6. Lodging transfer history will display on right down side.

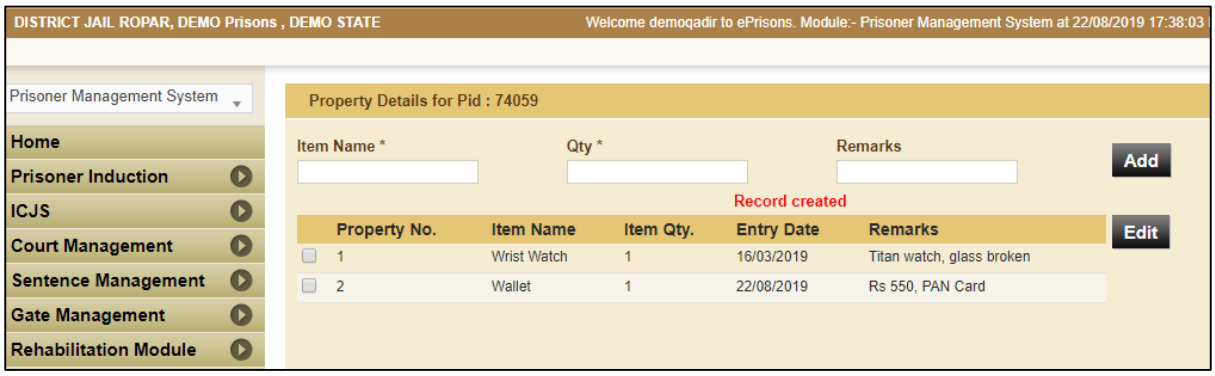


5.11 How to add Property Details

1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Property' icon on Home screen.

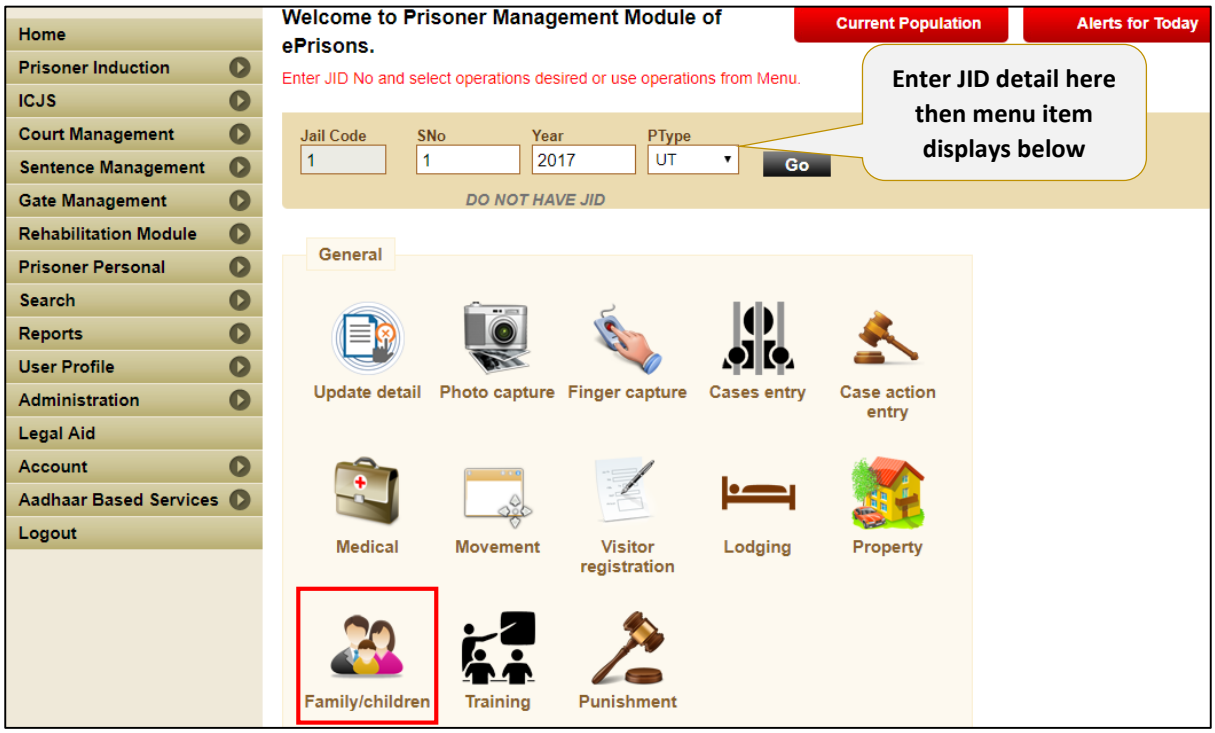


1. Click Edit to modify the existing one.
2. Click Add button to new property of the prisoner.
3. Confirmation message displays on creating new entry.

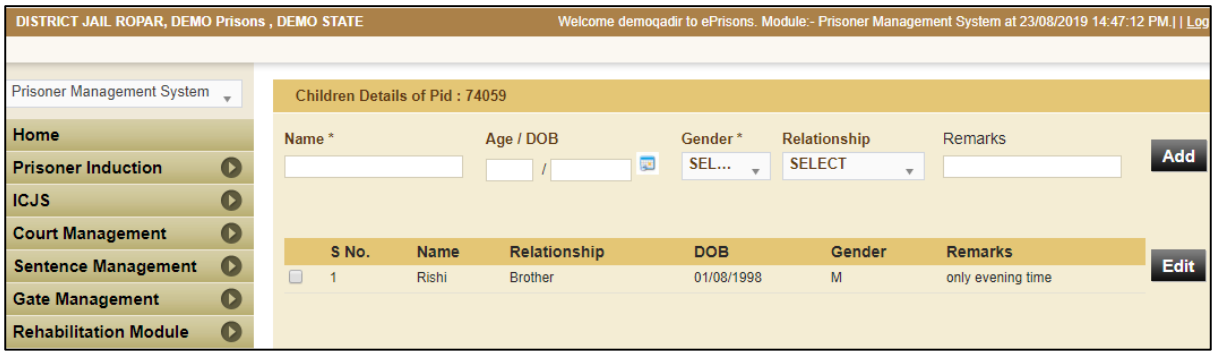


5.12 How to add Family / Children Details

1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Family / Children' icon on Home screen.



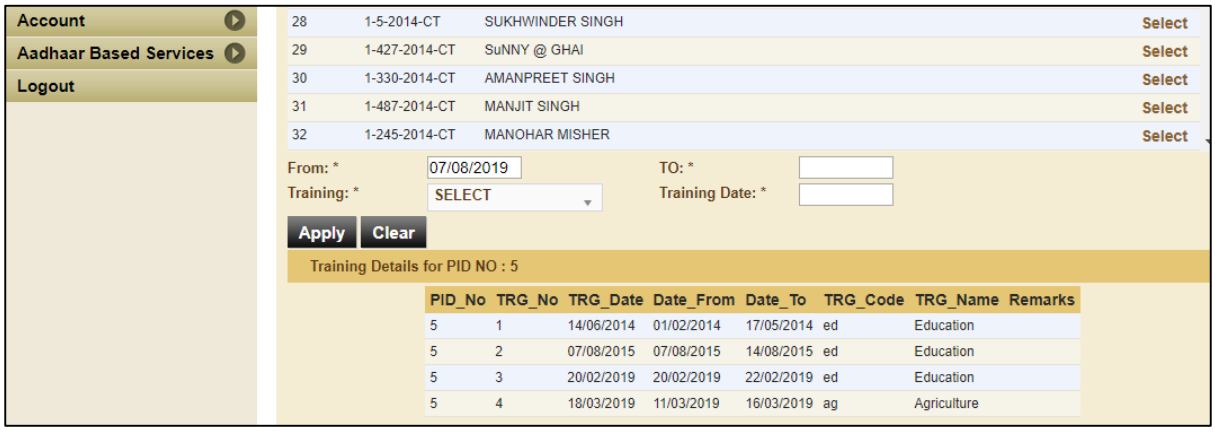
4. Click Edit to modify the existing one.
5. Click Add to make new entry.



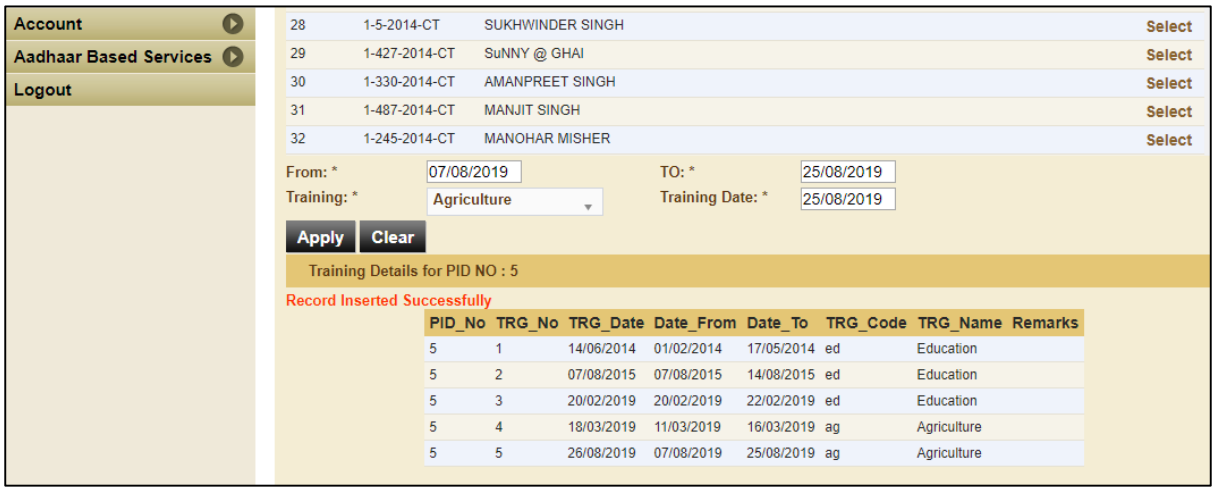
5.13 How to add Training Details

1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Training' icon on Home screen.

3. Select the prisoner to add training details.
4. Select From Date and To Date, select Training type and Traning Date.
5. Click on Apply button.

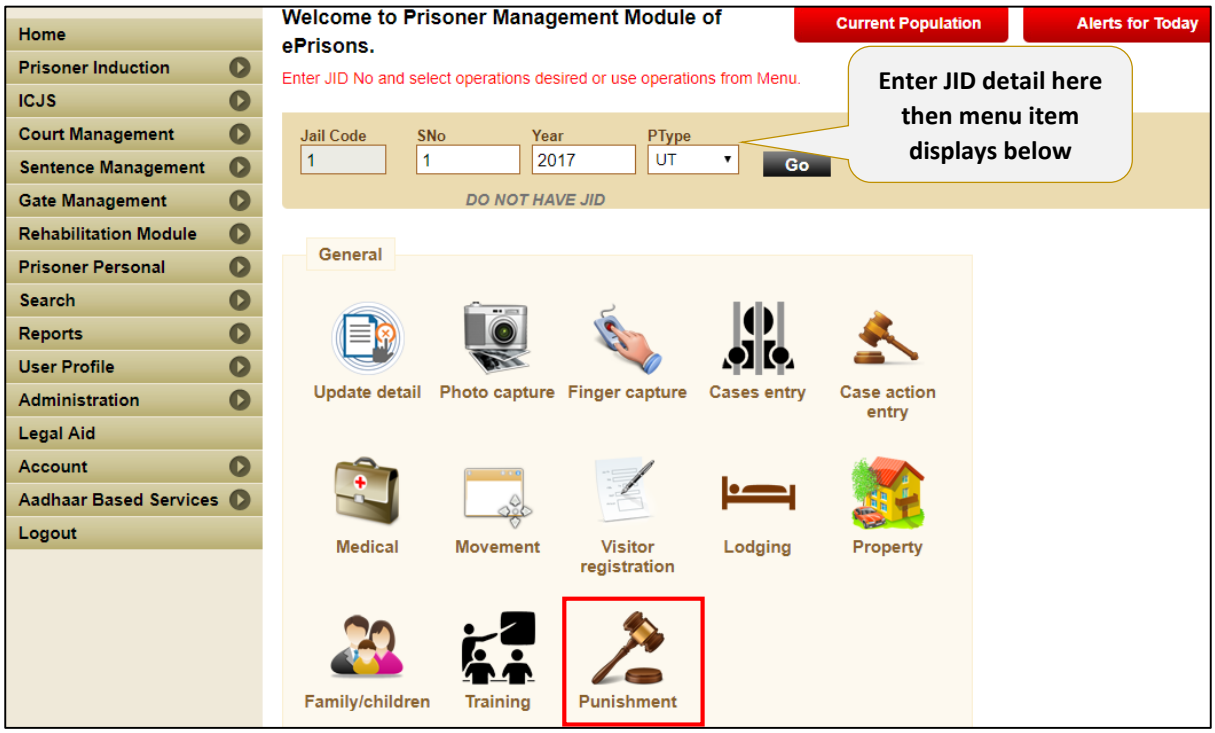


6. Confirmation message displays that “Record Inserted Successfully”.



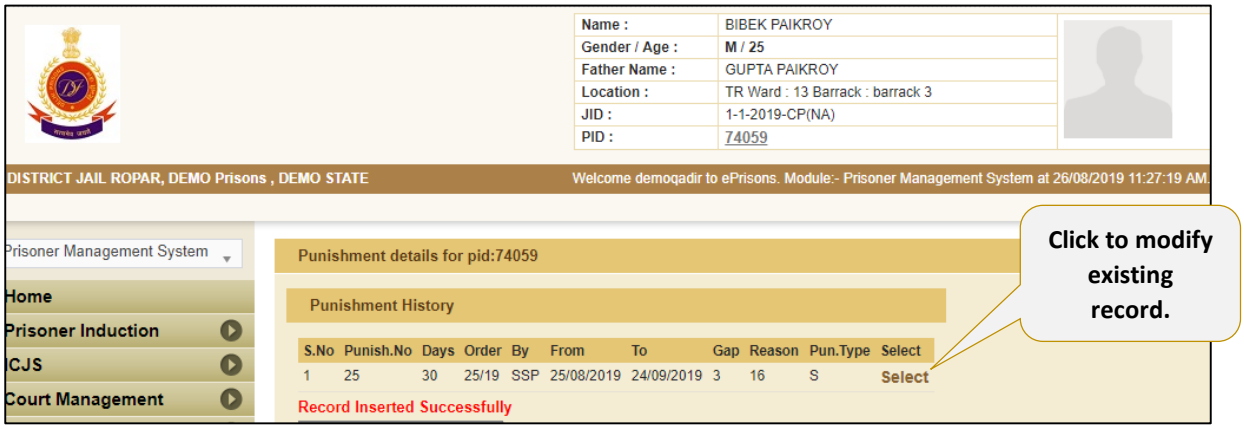
5.14 How to add Punishment Details

1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Menu item display below. Click on Punishment icon on Home screen.



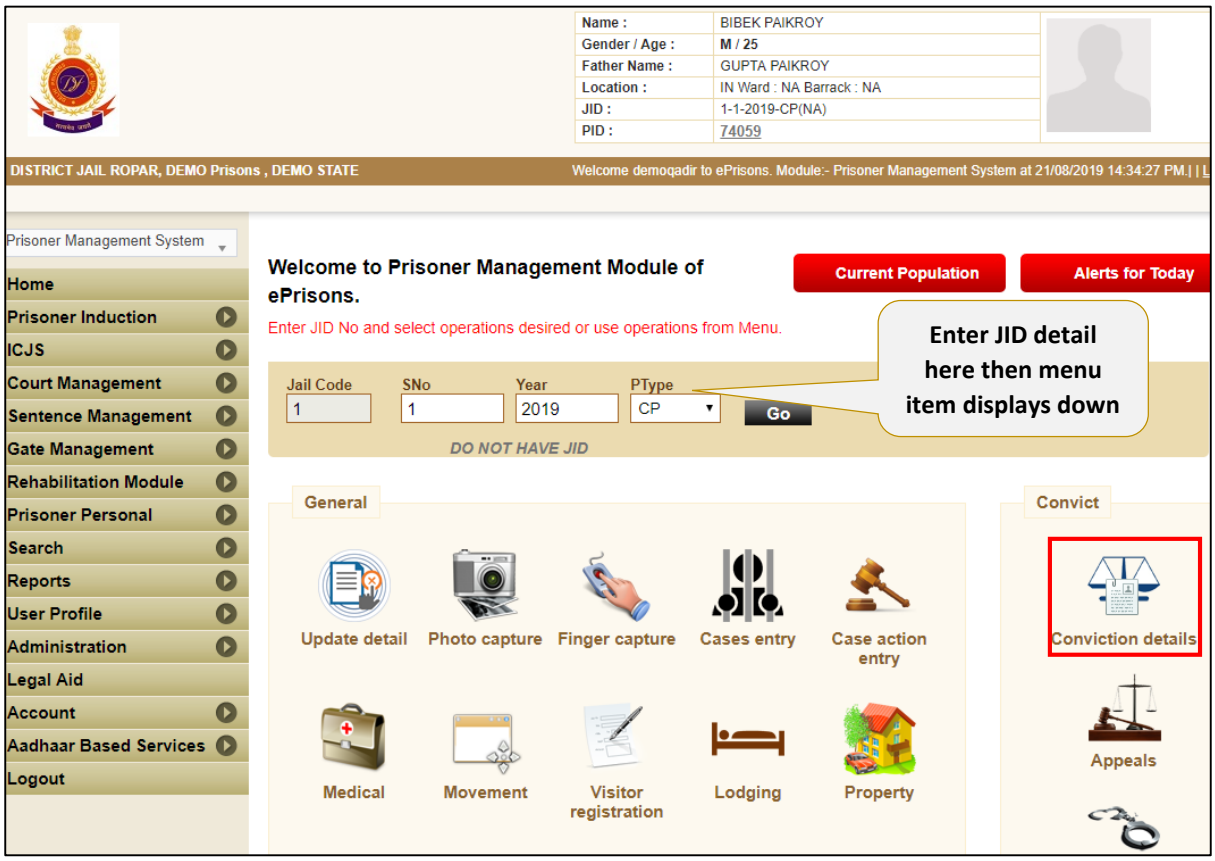
3. Select the prisoner to add training details.

4. Punishment record added successfully.

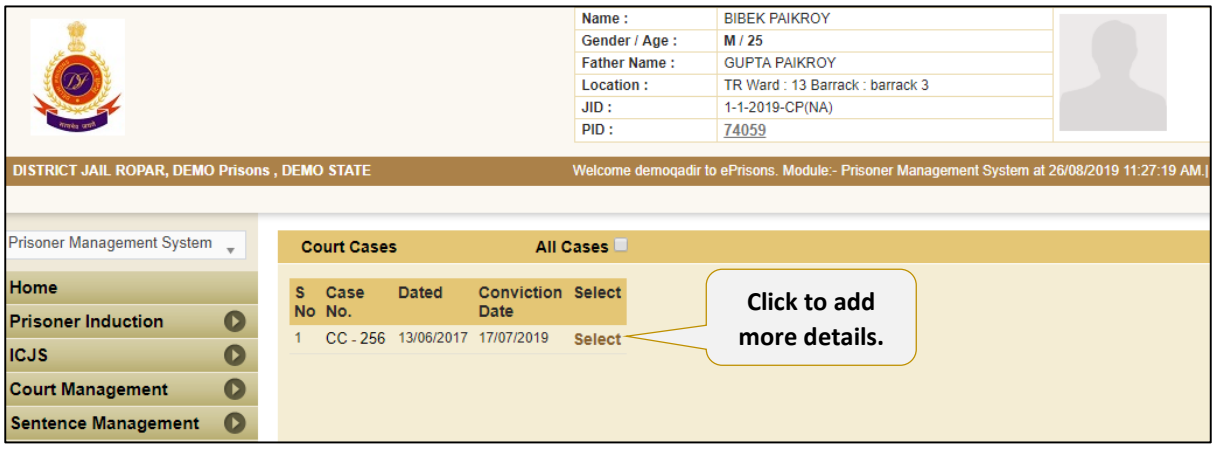


5.15 How to add Conviction Details

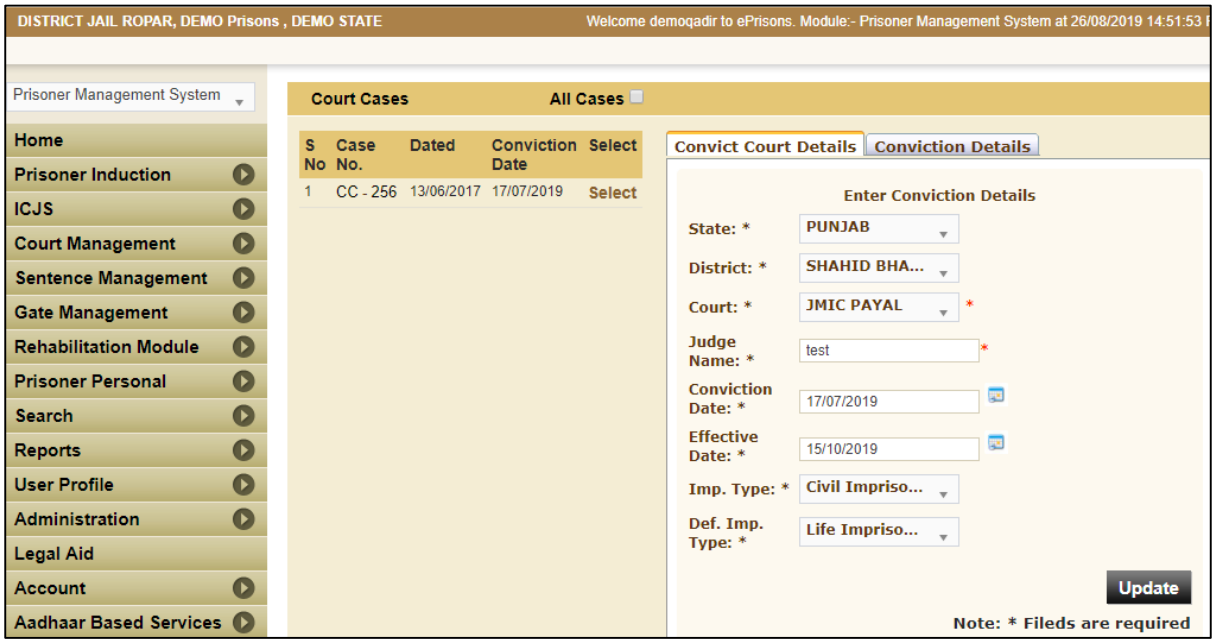
1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Conviction' Details icon on Home screen left hand side.



3. Click on Select button to modify or add more details.



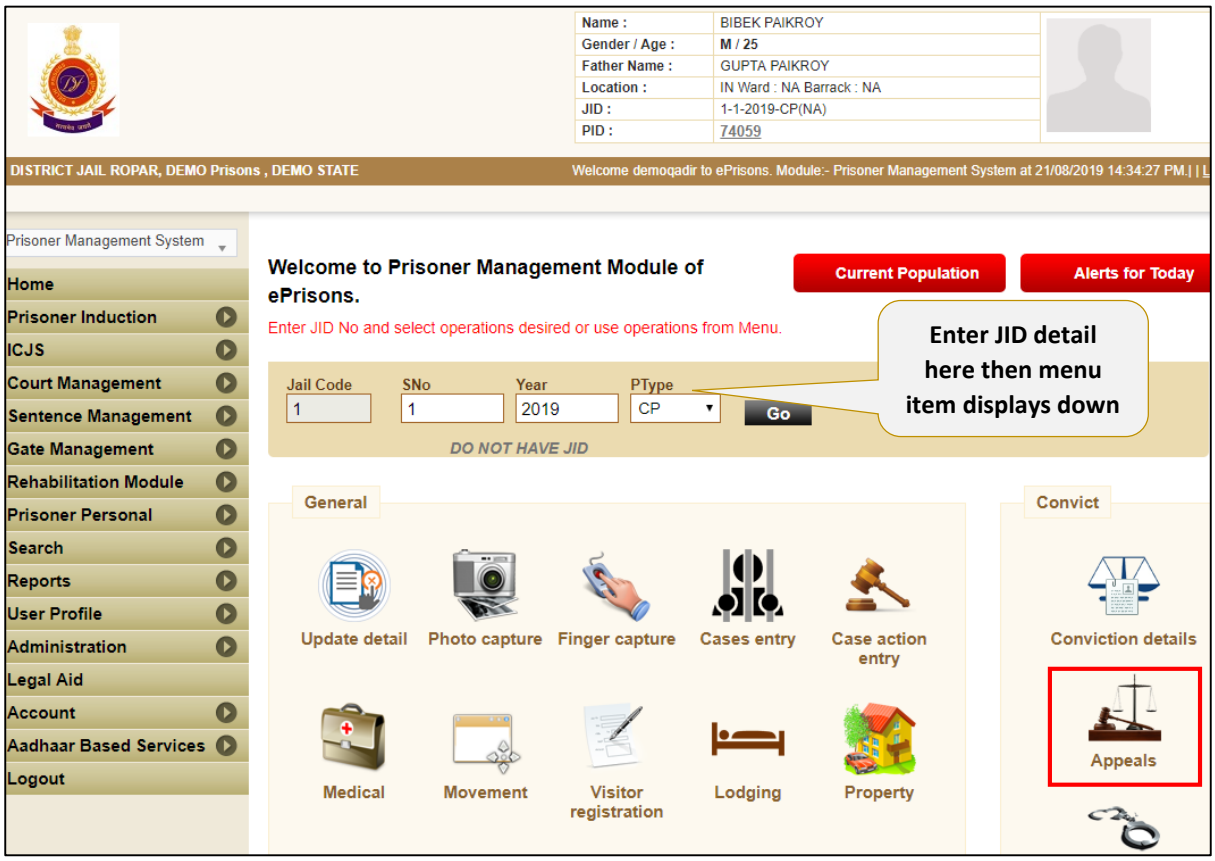
4. Enter the convict court detail and click Update button.



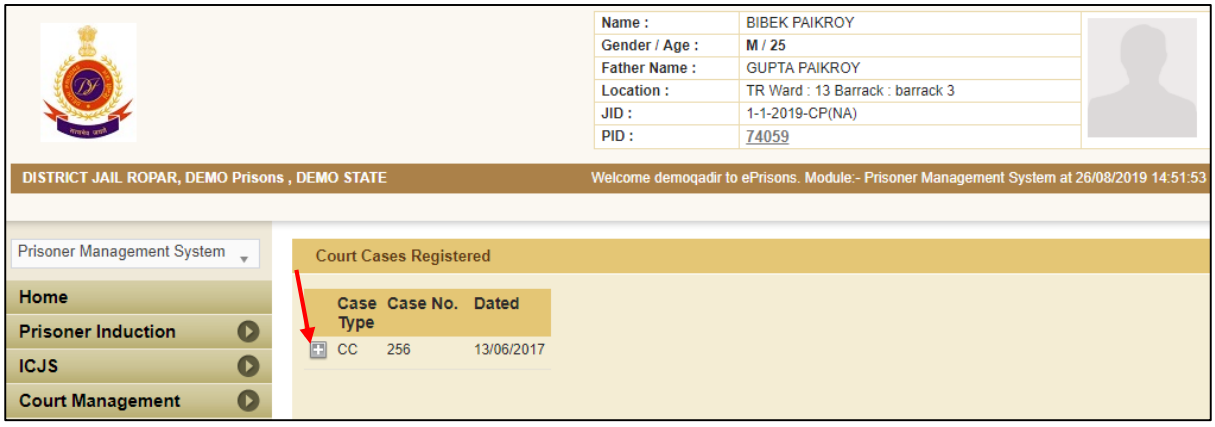
5. Enter Conviction detail.

5.16 How to add Appeal Details

1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Appeals' icon on Home screen left hand side.

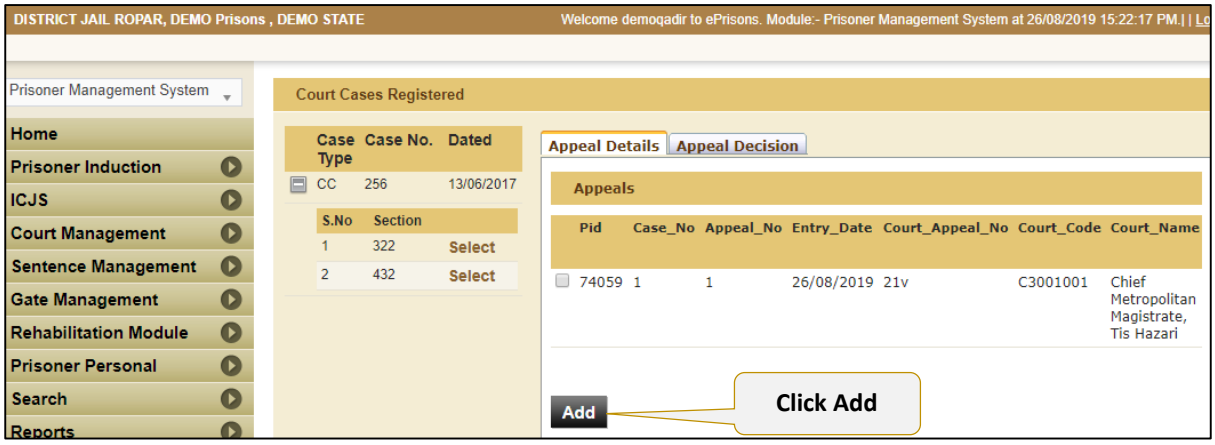


3. Click on + button to see case Act & Section details.

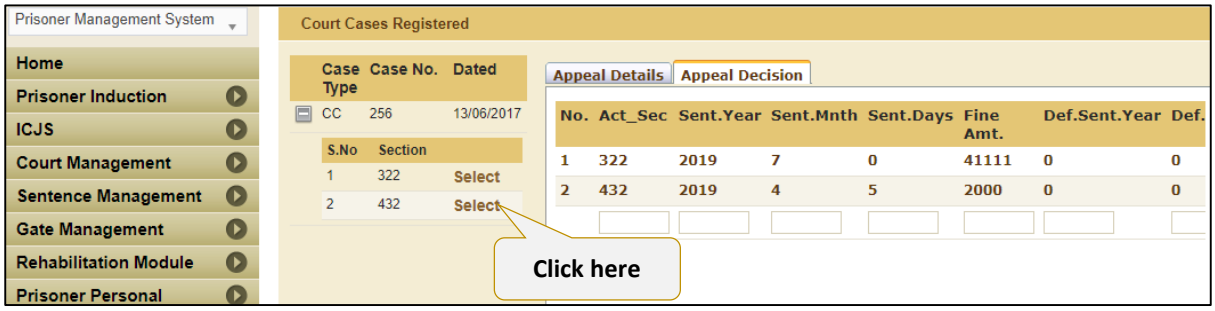


4. Detail opens, click on Select button to see Appeal details

5. Appeal Detail show in below screen, click Add button add more details.



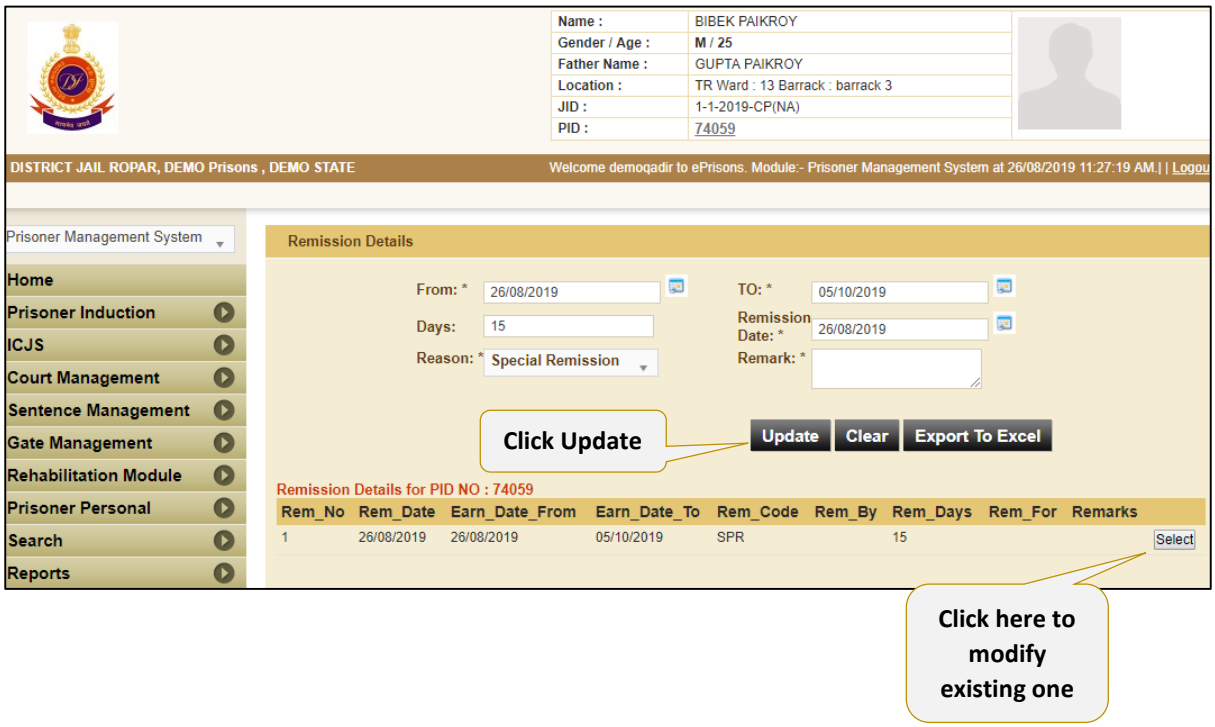
6. Appeal Decision



5.17 How to add Remission Details

1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Remission' icon on Home screen left hand side.

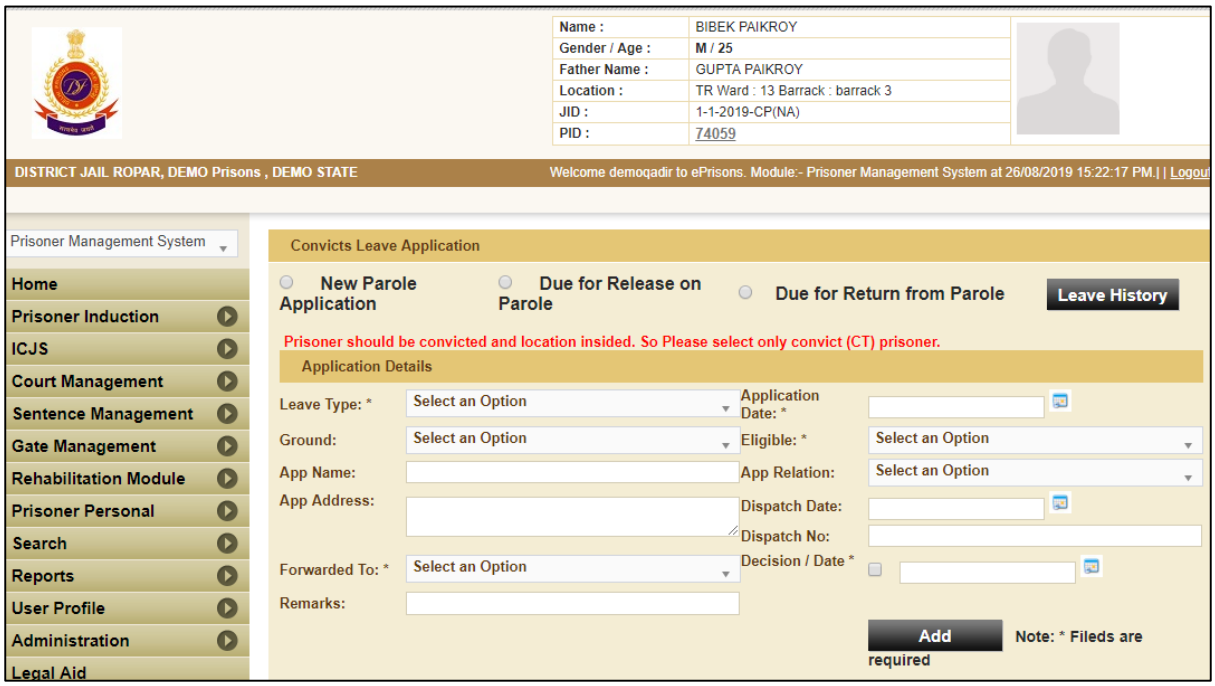
3. Fill the Remission details and click Update button.
4. Click Export to Excel to download the data in excel file.



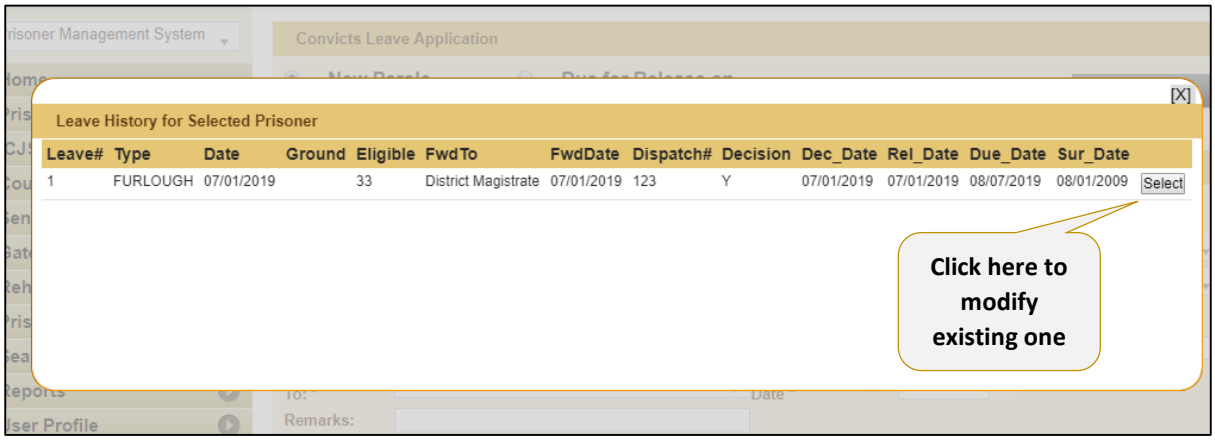
5.18 How to add Parole Details

1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Parole' icon on Home screen left hand side.

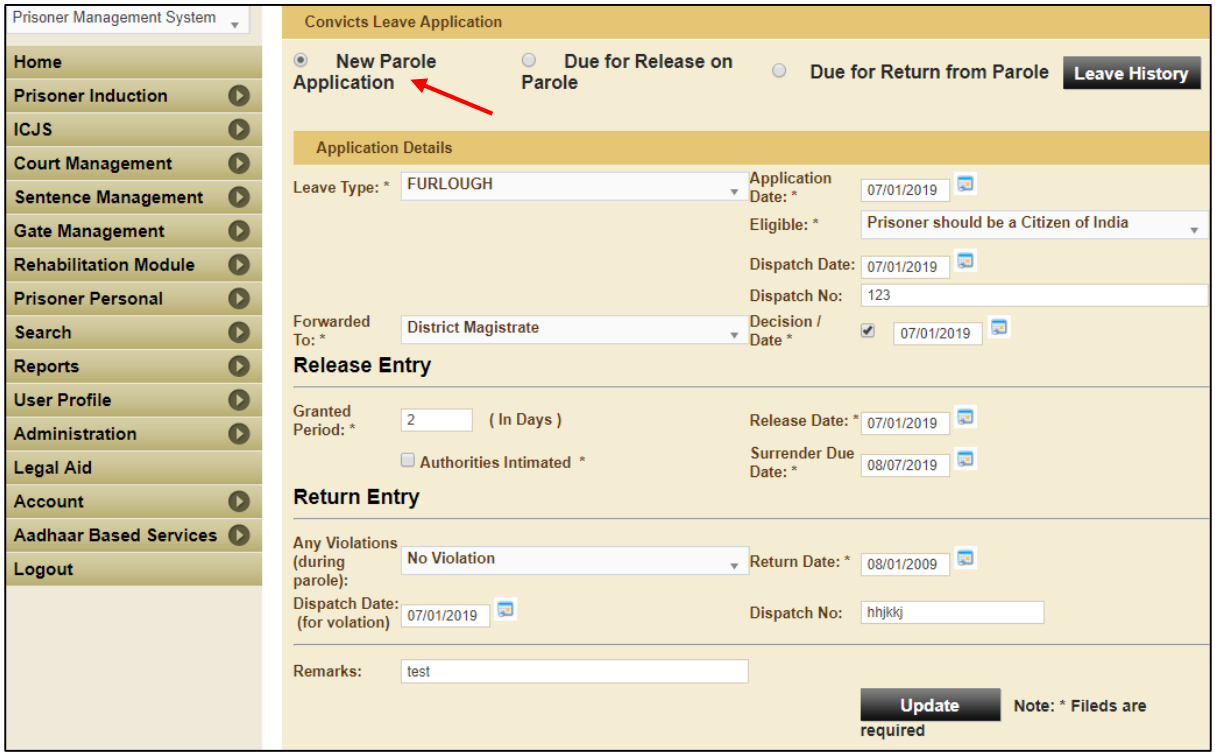
3. Fill the Parole details and click Update button.


Name : BIBEK PAIKROY
Gender / Age : M / 25
Father Name : GUPTA PAIKROY
Location : TR Ward : 13 Barrack : barrack 3
JID : 1-1-2019-CP(NA)
PID : 74059
DISTRICT JAIL ROPAR, DEMO Prisons , DEMO STATE
Welcome demoqadir to ePrisons. Module:- Prisoner Management System at 26/08/2019 15:22:17 PM.| | Logout
Prisoner Management System
Home
Prisoner Induction
ICJS
Court Management
Sentence Management
Gate Management
Rehabilitation Module
Prisoner Personal
Search
Reports
User Profile
Administration
Legal Aid
Convicts Leave Application
New Parole Application
Due for Release on Parole
Due for Return from Parole
Leave History
Prisoner should be convicted and location insided. So Please select only convict (CT) prisoner.
Application Details
Leave Type: *
Select an Option
Application Date: *
Ground:
Select an Option
Eligible: *
Select an Option
App Name:
App Relation:
Select an Option
App Address:
Dispatch Date:
Dispatch No:
Forwarded To: *
Select an Option
Decision / Date *
Remarks:
Add
Note: * Fileds are required

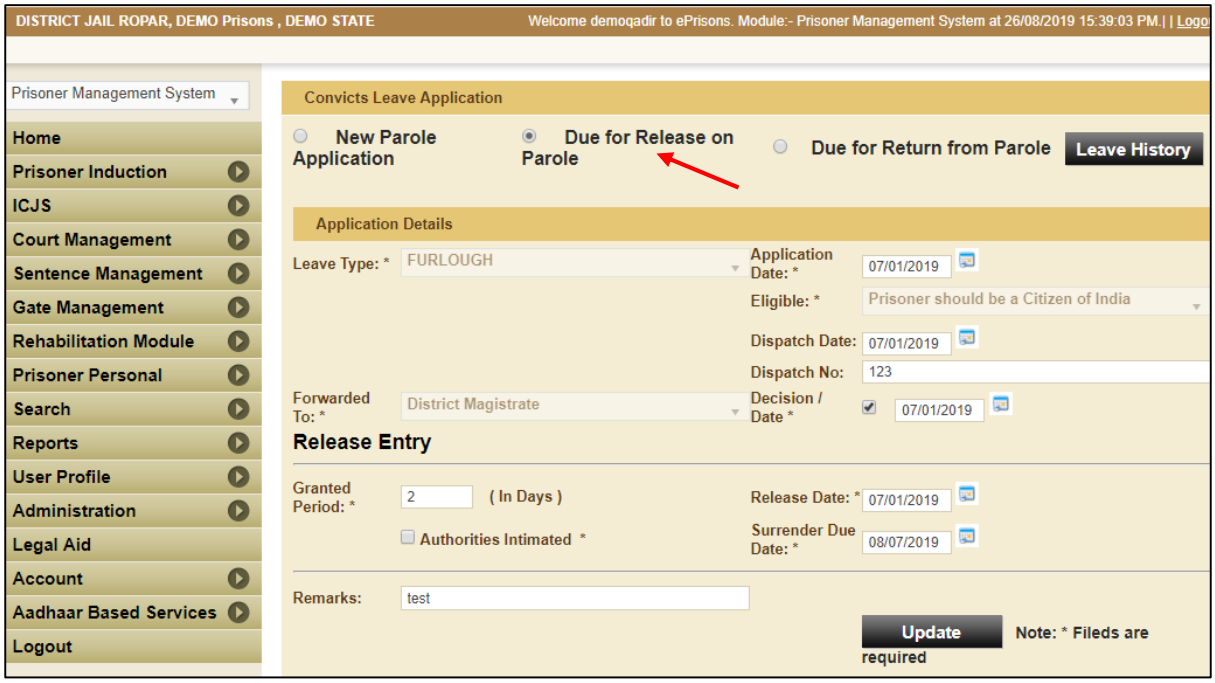
4. Click Leave History to check the history.



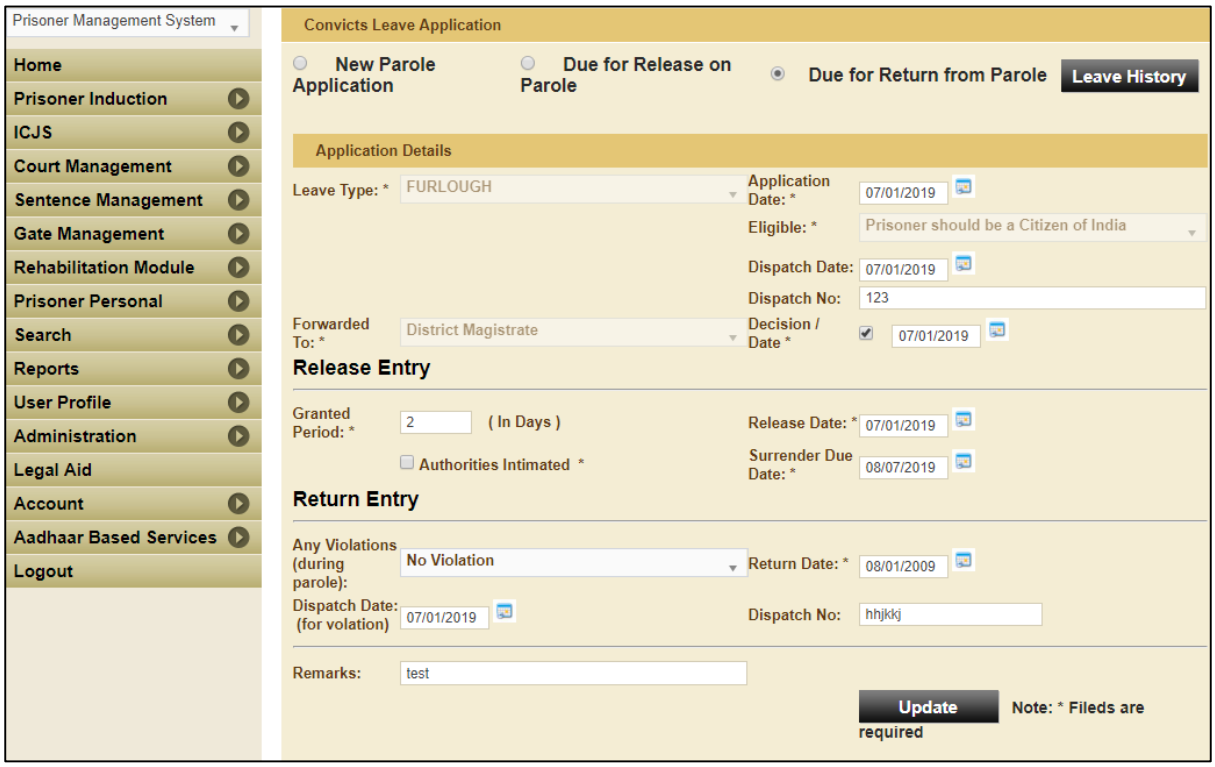
5. New Parole Application – Fill the details and click Update button.



6. Due for Release on Parole option – fill the details and click Update button.



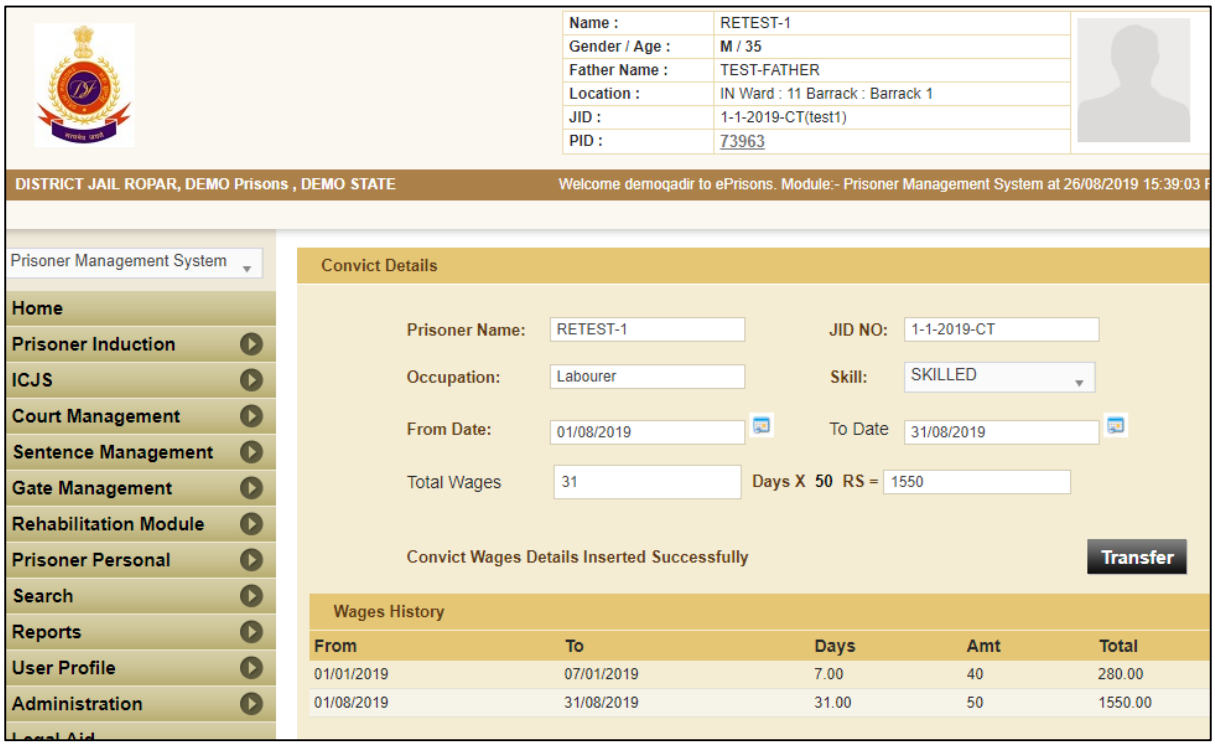
7. Due for Return from Parole option – fill the details and click Update button.


Prisoner Management System
Home
Prisoner Induction
ICJS
Court Management
Sentence Management
Gate Management
Rehabilitation Module
Prisoner Personal
Search
Reports
User Profile
Administration
Legal Aid
Account
Aadhaar Based Services
Logout
Convicts Leave Application
New Parole Application
Due for Release on Parole
Due for Return from Parole
Leave History
Application Details
Leave Type: * FURLOUGH
Application Date: * 07/01/2019
Eligible: * Prisoner should be a Citizen of India
Dispatch Date: 07/01/2019
Dispatch No: 123
Forwarded To: * District Magistrate
Decision / Date * 07/01/2019
Release Entry
Granted Period: * 2 (In Days)
Release Date: * 07/01/2019
Authorities Intimated *
Surrender Due Date: * 08/07/2019
Return Entry
Any Violations (during parole): No Violation
Return Date: * 08/01/2009
Dispatch Date: (for volation) 07/01/2019
Dispatch No: hhjkkj
Remarks: test
Update
Note: * Fileds are required

5.19 How to add Work done / Wages Details

1. On the home page, enter JID S.No. and click Go button. Prisoner record displays.
2. Click on 'Work done / Wages' icon on Home screen left hand side.

3. Select the date for period of work being done and click Transfer button.

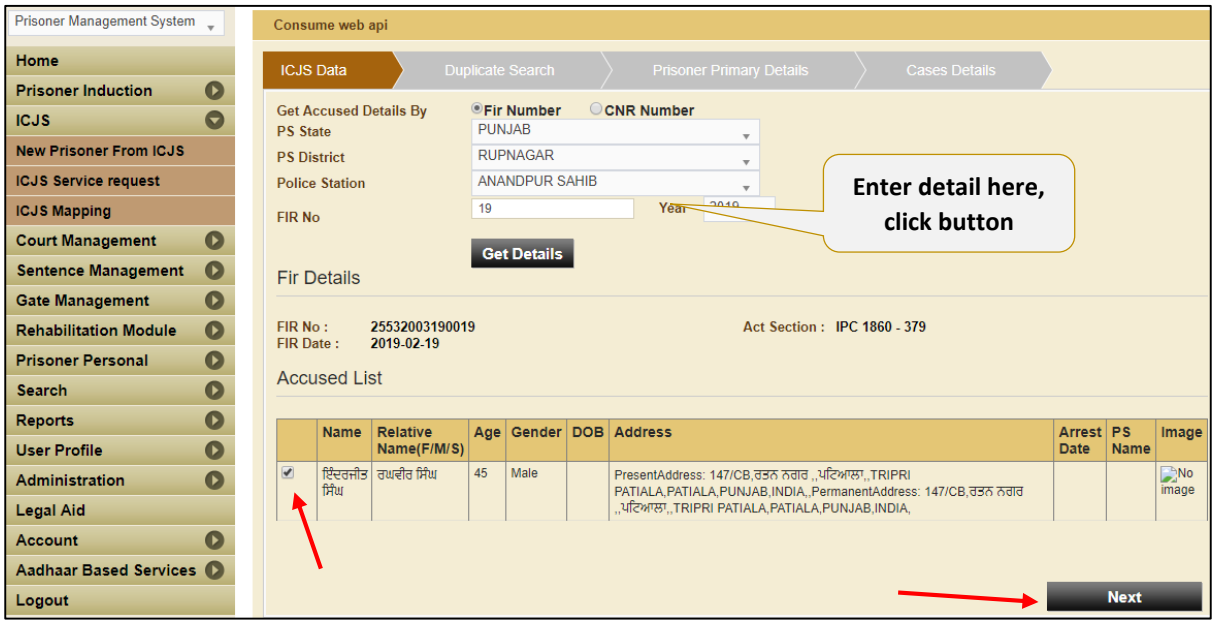

Name : RETEST-1
Gender / Age : M / 35
Father Name : TEST-FATHER
Location : IN Ward : 11 Barrack : Barrack 1
JID : 1-1-2019-CT(test1)
PID : 73963
DISTRICT JAIL ROPAR, DEMO Prisons , DEMO STATE
Welcome demoqadir to ePrisons. Module:- Prisoner Management System at 26/08/2019 15:39:03
Prisoner Management System
Home
Prisoner Induction
ICJS
Court Management
Sentence Management
Gate Management
Rehabilitation Module
Prisoner Personal
Search
Reports
User Profile
Administration
Convict Details
Prisoner Name: RETEST-1
JID NO: 1-1-2019-CT
Occupation: Labourer
Skill: SKILLED
From Date: 01/08/2019
To Date 31/08/2019
Total Wages 31
Days X 50 RS = 1550
Convict Wages Details Inserted Successfully
Transfer
Wages History
From To Days Amt Total
01/01/2019 07/01/2019 7.00 40 280.00
01/08/2019 31/08/2019 31.00 50 1550.00

6 ICJS

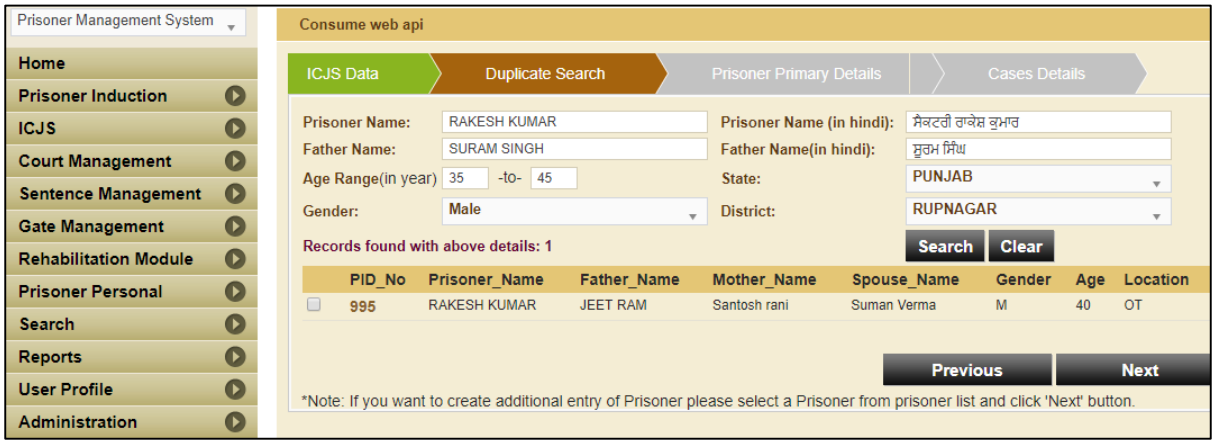
6.1 New Prisoner from ICJS

New prisoner details can now be fetched from CCTNS directly through ICJS.

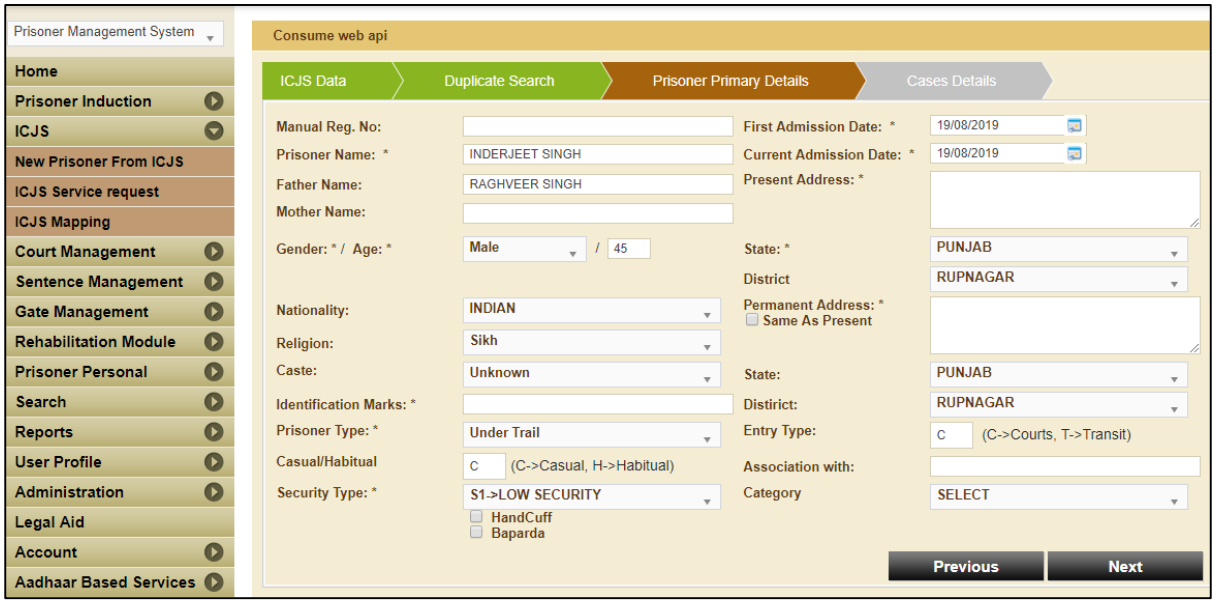
1. Select the Police station and enter FIR no. and FIR registration year.
2. Click Get Details button, prisoner details display.
3. Select the check box and click on Next button



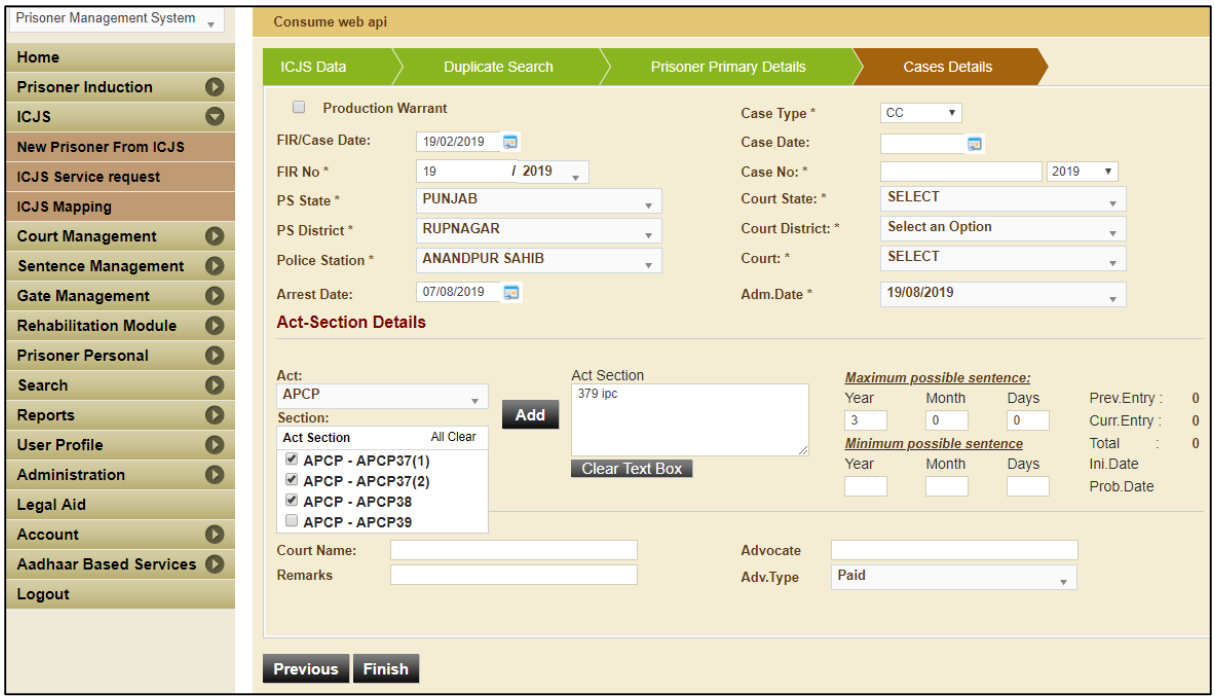
4. Duplicate search feature to search for duplicity.
5. Else lick on Next button.



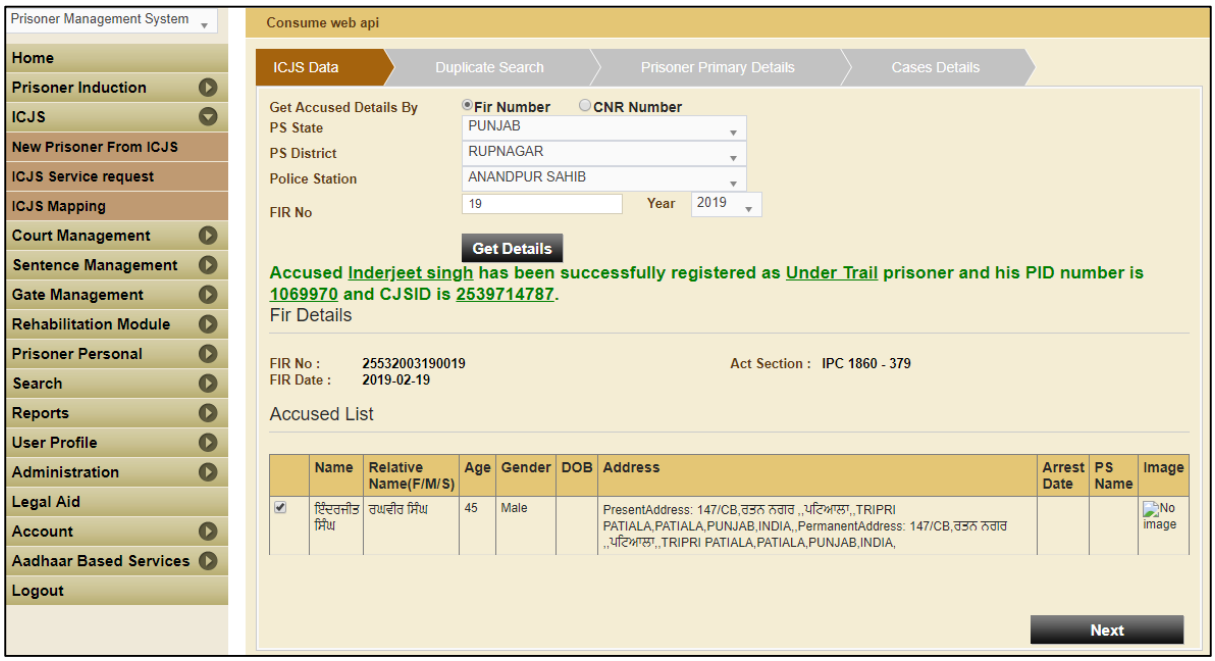
6. Enter prisoner basic details and click on Next button.



7. Enter Cases details and click Finish button



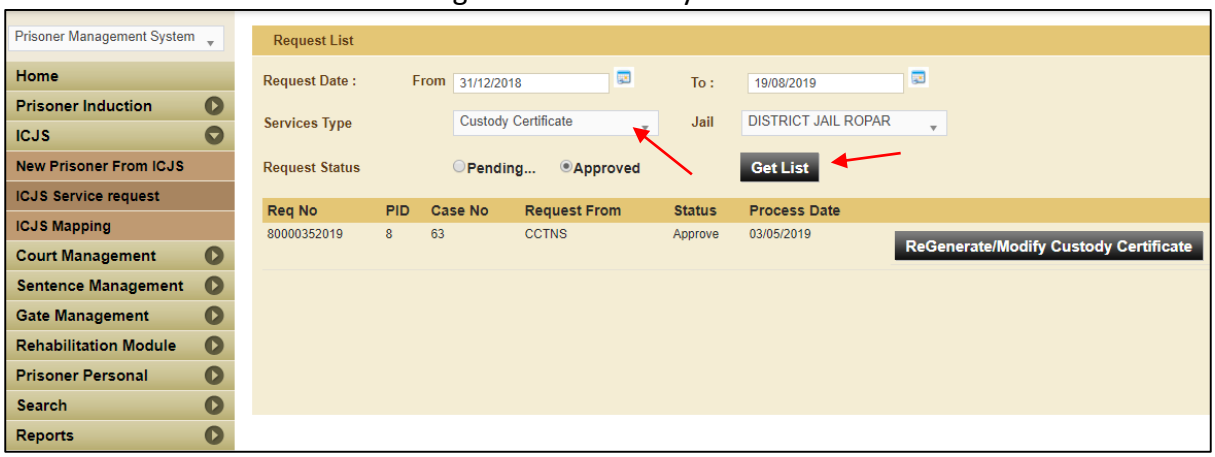
8. Confirmation message displays that detail is added successfully and PID and CJS ID is generated for case tracking.

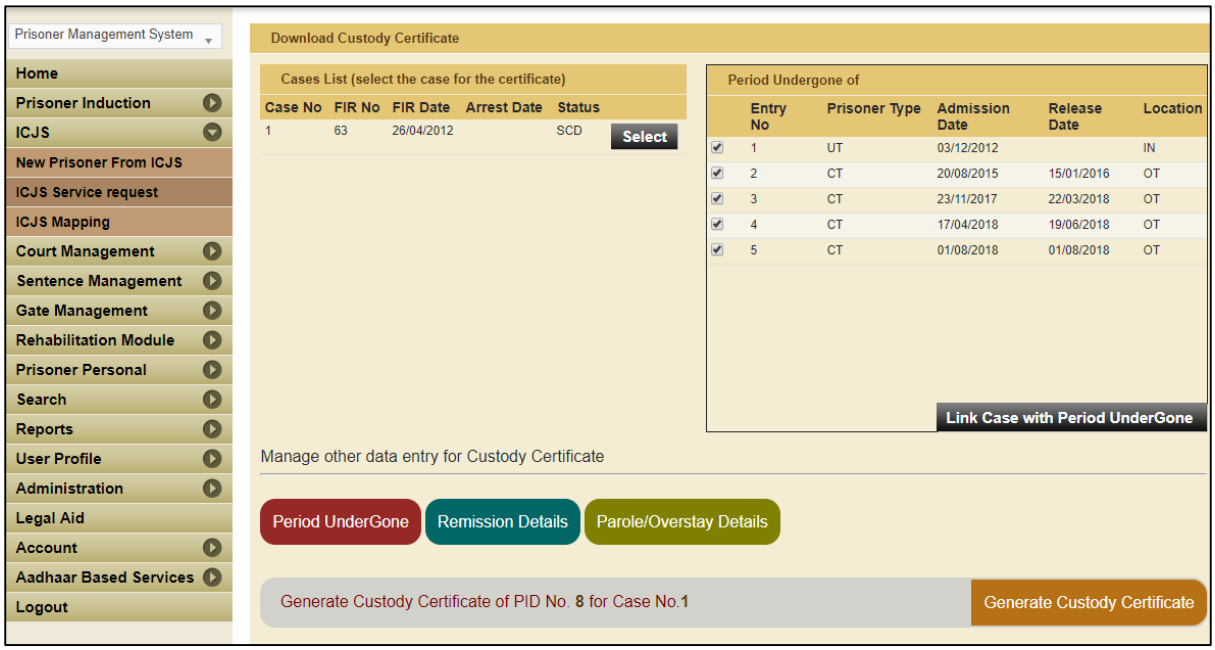


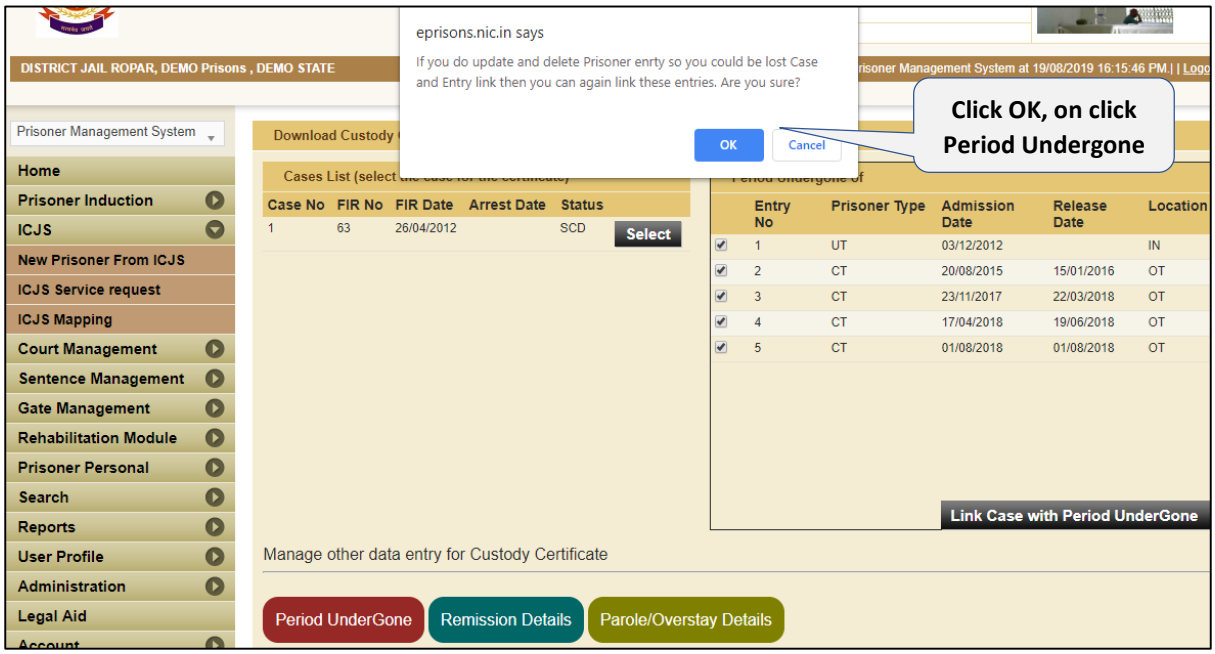
6.2 ICJS Service Request

This feature provides three types of Services – 1. Alert 2. Custody Certificate 3. History.

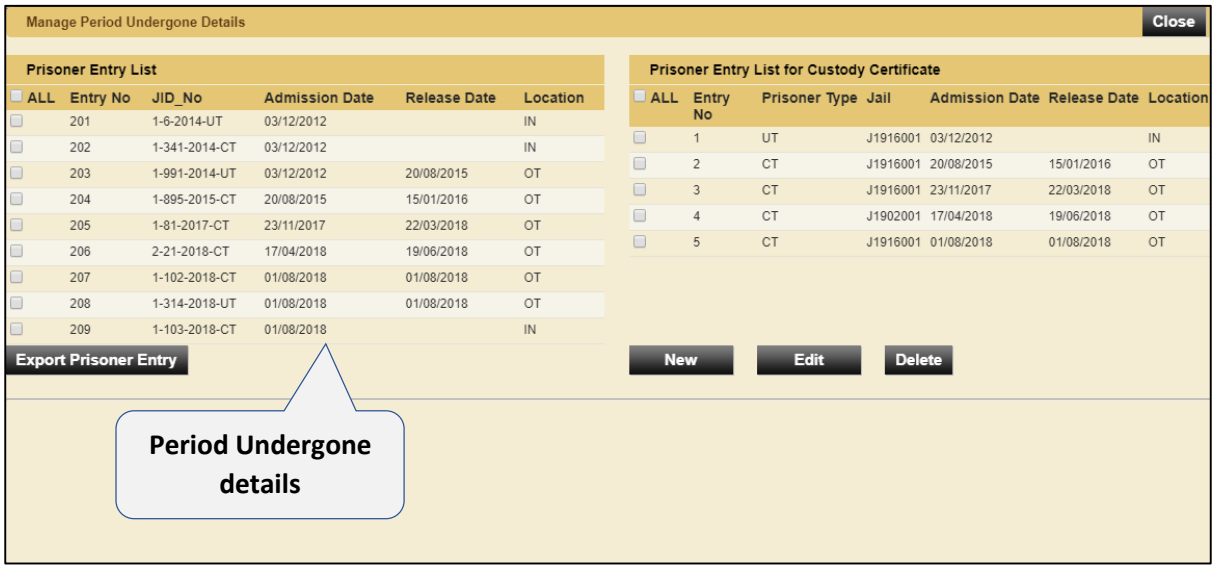
1. Select the Service Type to select the service category.
2. Below shows the list of generated custody certificate.



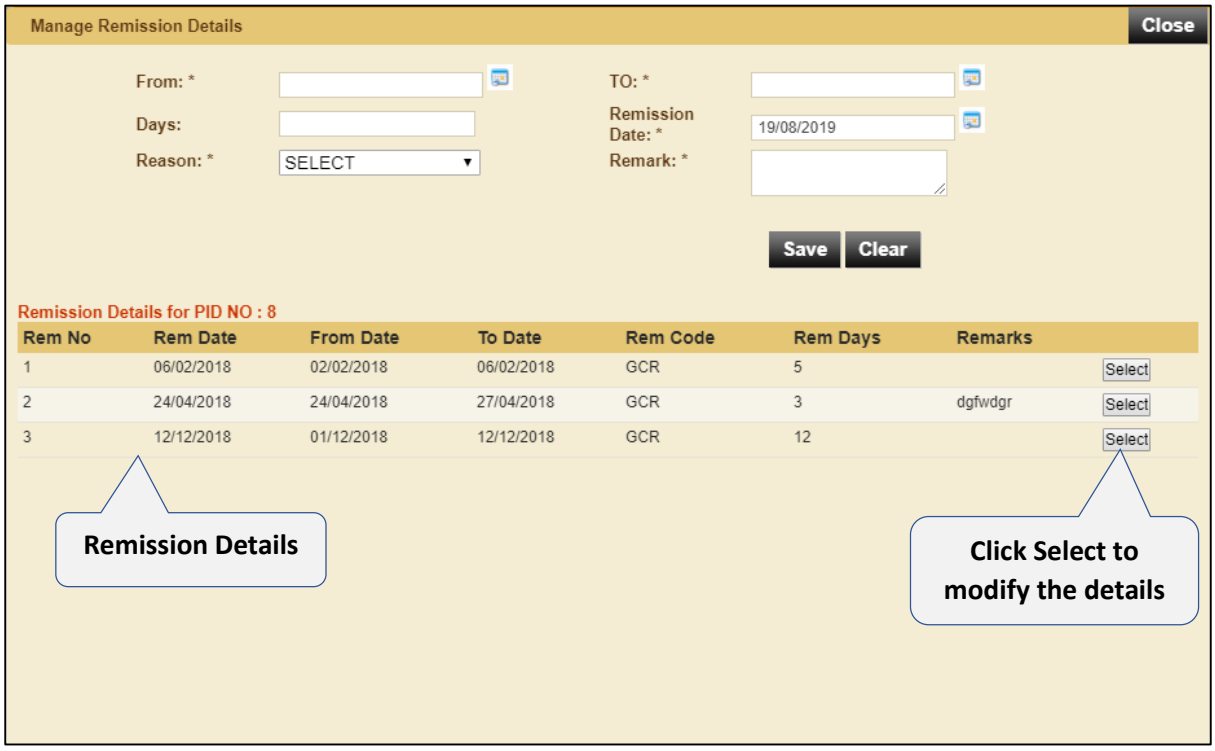




3. Click Period Undergone to see the detail.

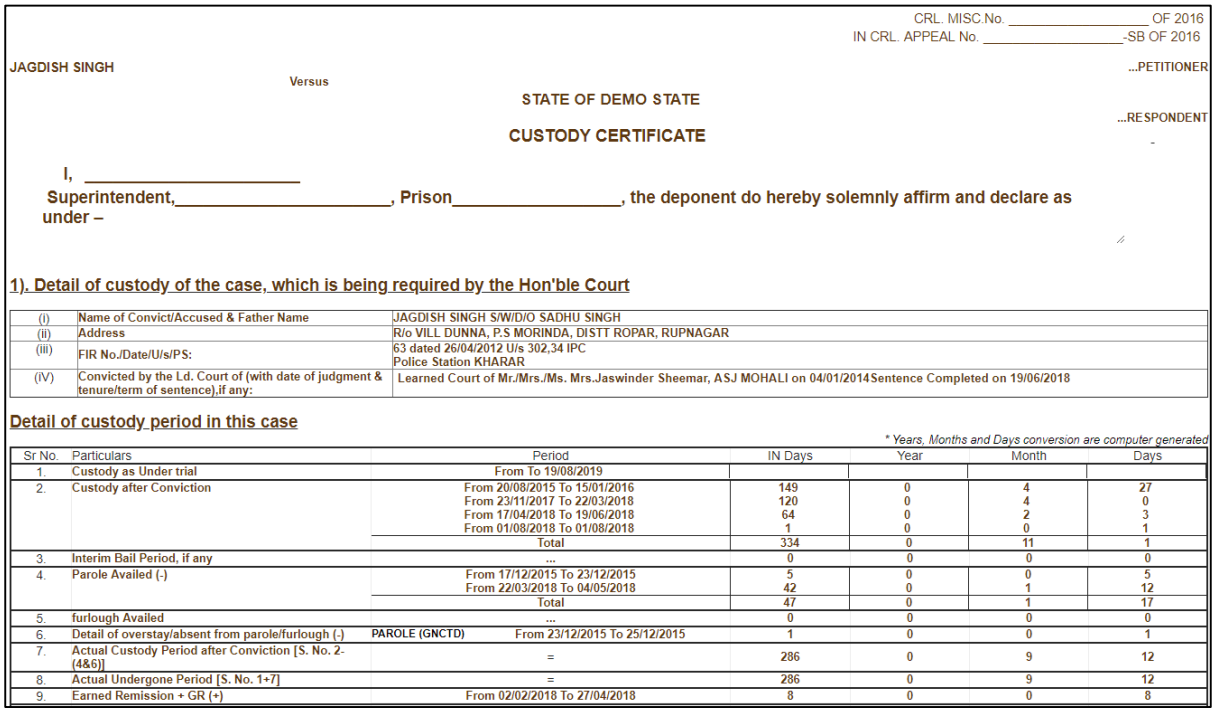


4. Click Remission to see the remission detail.



5. Click Parole Overstay to see the parole detail

6. On Click Generate Custody Certificate, below custody certificate opens in new tab, click on Print button to take the print.



CRL. MISC.No. _____ OF 2016
IN CRL. APPEAL No. _____-SB OF 2016

JAGDISH SINGH ...PETITIONER

Versus

STATE OF DEMO STATE ...RESPONDENT

CUSTODY CERTIFICATE

I, _____
Superintendent,_____, Prison_____, the deponent do hereby solemnly affirm and declare as under –

1). Detail of custody of the case, which is being required by the Hon'ble Court

(i)	Name of Convict/Accused & Father Name	JAGDISH SINGH S/W/D/O SADHU SINGH
(ii)	Address	R/o VILL DUNNA, P.S MORINDA, DISTT ROPAR, RUPNAGAR
(iii)	FIR No./Date/U/s/PS:	63 dated 26/04/2012 U/s 302,34 IPC Police Station KHARAR
(iV)	Convicted by the Ld. Court of (with date of judgment & tenure/term of sentence),if any:	Learned Court of Mr./Mrs./Ms. Mrs.Jaswinder Sheemar, ASJ MOHALI on 04/01/2014Sentence Completed on 19/06/2018

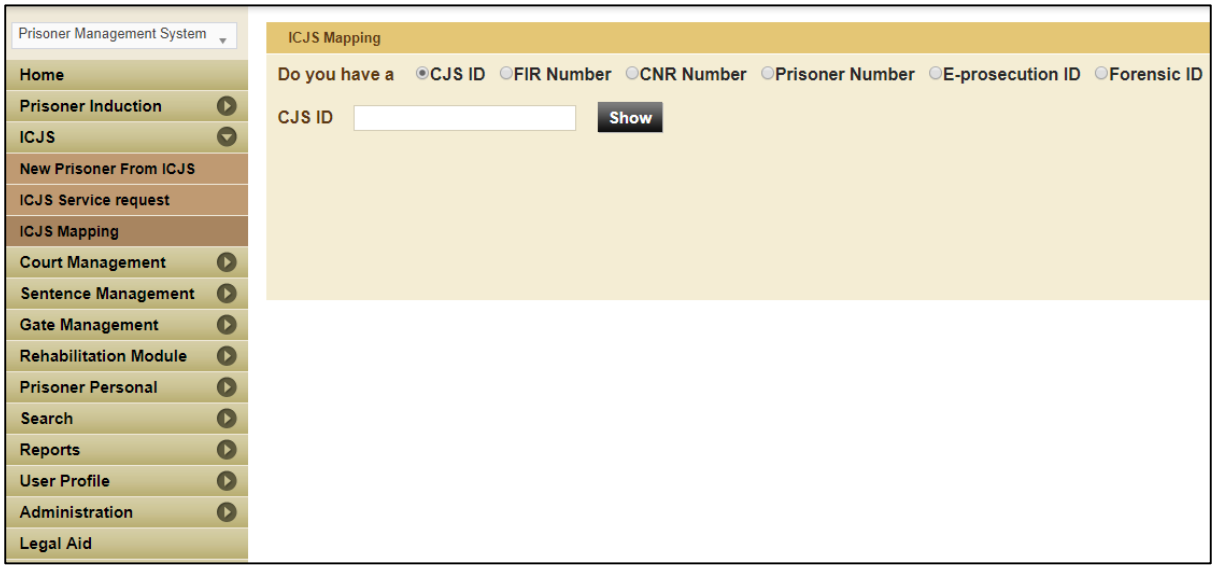
Detail of custody period in this case

** Years, Months and Days conversion are computer generated*

Sr No.	Particulars	Period	IN Days	Year	Month	Days
1.	Custody as Under trial	From To 19/08/2019				
2.	Custody after Conviction	From 20/08/2015 To 15/01/2016	149	0	4	27
		From 23/11/2017 To 22/03/2018	120	0	4	0
		From 17/04/2018 To 19/06/2018	64	0	2	3
		From 01/08/2018 To 01/08/2018	1	0	0	1
		Total	334	0	11	1
3.	Interim Bail Period, if any	...	0	0	0	0
4.	Parole Availed (-)	From 17/12/2015 To 23/12/2015	5	0	0	5
		From 22/03/2018 To 04/05/2018	42	0	1	12
		Total	47	0	1	17
5.	furlough Availed	...	0	0	0	0
6.	Detail of overstay/absent from parole/furlough (-)	PAROLE (GNCTD) From 23/12/2015 To 25/12/2015	1	0	0	1
7.	Actual Custody Period after Conviction [S. No. 2-(4&6)]	=	286	0	9	12
8.	Actual Undergone Period [S. No. 1+7]	=	286	0	9	12
9.	Earned Remission + GR (+)	From 02/02/2018 To 27/04/2018	8	0	0	8

6.3 ICJS Mapping

1. Select the option and enter the respective number and click Show button.
2. Mapping will display of that particular record with other pillar's id.

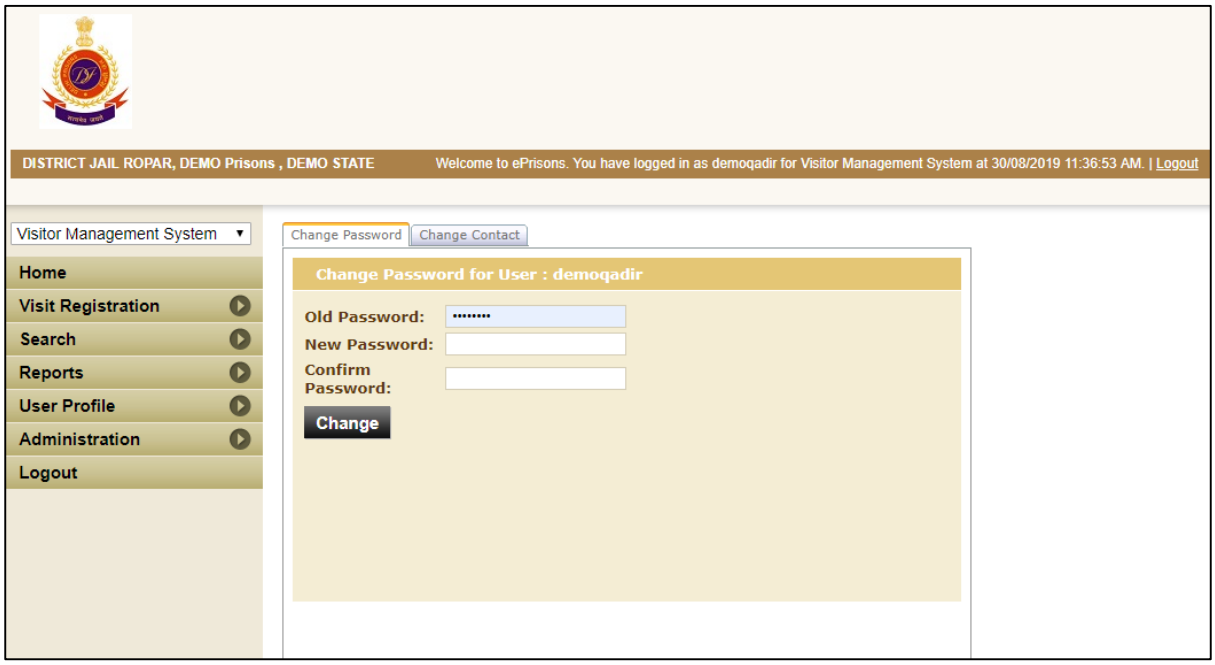


7 User Profile

7.1 Change Password

This function is used to change the password.

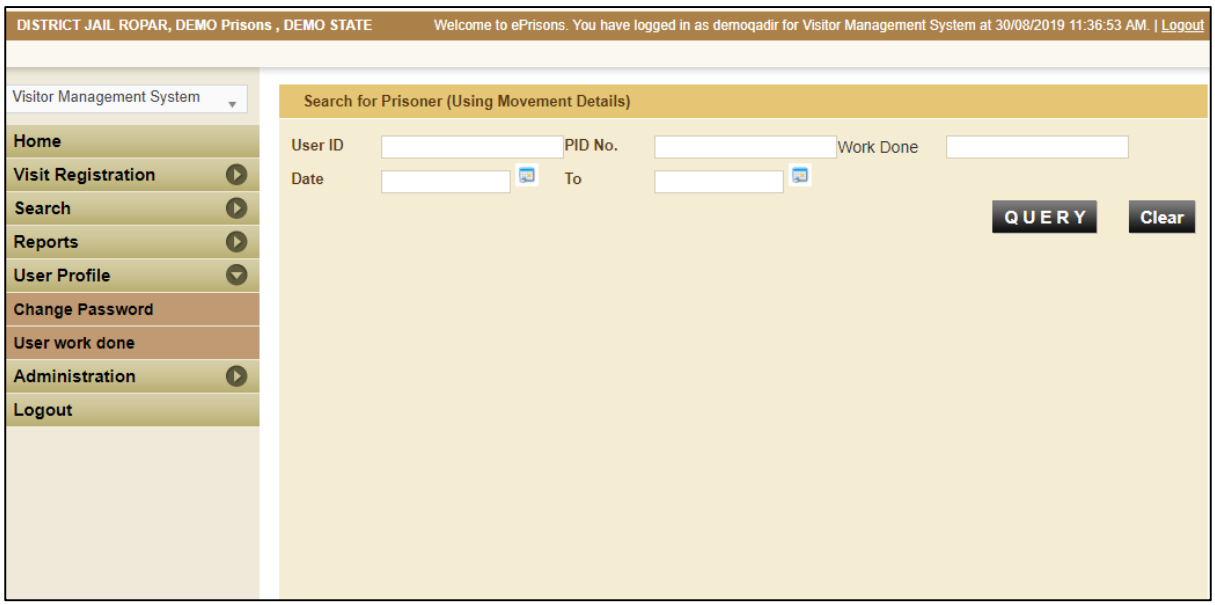
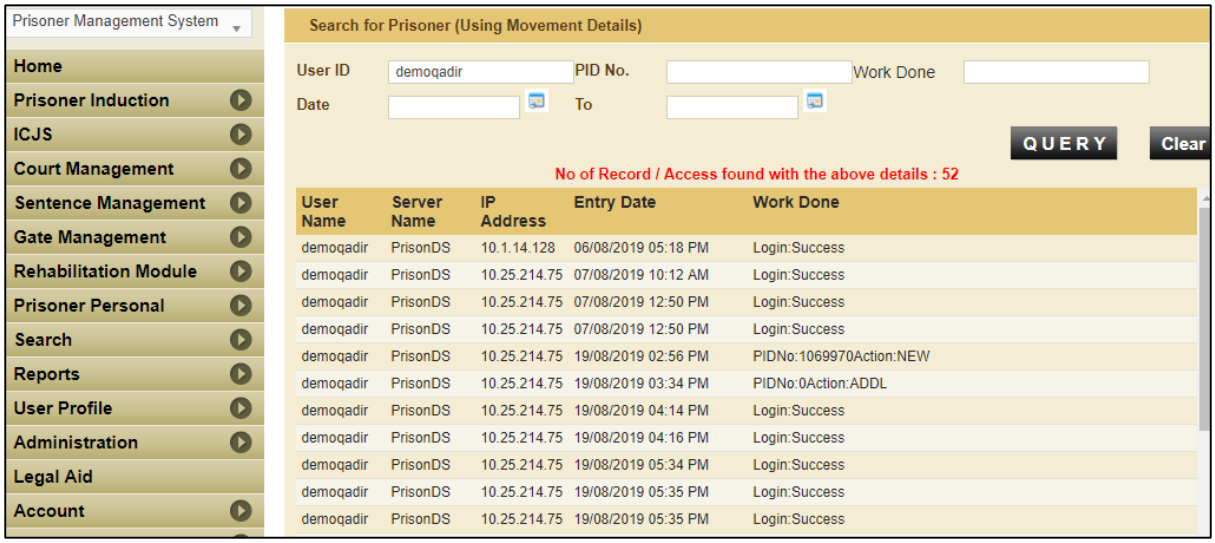
1. Enter old password
2. Then enter new password and confirm password.
3. Click Change button to update the password.



7.2 User work done

Using this feature, user can see the login history.

1. Enter any of the parameter or date range.
2. Click Query button.



Search results display based on User Id searh