



No. 296/GOS/Prisons

Dated 21.11.2006

Circular: 2/2006

In order to ensure proper working in the Central Prisons between all Prison officers, duty personnel alongwith the accounts and administrative staffs, the following procedures should be strictly followed and adhered to by all concerned with immediate effect. In case of doubt(s) on any subject / matter, clarifications should be sought from the Senior authorities and any independent action taken by any officer / personnel / staff without prior approval / sanction of the Senior Superintendent of Police / Prisons, the concerned individual shall be solely accountable and responsible.

1. On admission of any prisoner, all the related papers / documents should be scrutinized and necessary entries in the admission register and other records relating to personal belongings, clothes, valuables, etc. received, should be made in the concerned registers by the Duty Officer. Further, the Officer shall ensure strict compliance of the directions given by the National Human Rights Commission wherein medical examination of the prisoner on admission has been made mandatory. Hence, the Duty Officer shall depute one Prison guard alongwith the accompanying Police Station escort and forward them to the S.T.N.M. hospital for medical examination. Upon receipt and on the basis of the medical report, the Duty Officer shall take into custody the prisoner with proper entries in the respective registers / books.
2. During release / discharge from custody, the concerned Duty Officer should process the documents / papers alongwith entries in the related registers to obtain necessary approval / orders of the Sr. S.P. / Prisons, duly certifying that the prisoner is not required to be detained in any other case. While, during non-office hours, the release / discharge file should be forwarded through a guard alongwith entries in the related register / books etc. to the residence of Sr. S.P. / Prisons to obtain the necessary approval / orders.
3. The Officer on Duty shall undertake frequent checking / inspection of all the cells / wards for any contraband / prohibited articles which may be in possession of any prisoner. A thorough search of all the items of each prisoner shall be made atleast once a week and a report alongwith entries in respective books / registers, submitted to Sr. S.P. / Prisons for orders.
4. There shall be a proper system enforced relating to conducting of Identification Parade, etc. within the Prison Complex. The orders received from the concerned Courts should be forwarded to the Sr. S.P. / Prisons for his instructions / orders. The Officer on Duty shall ensure in writing that prior (advance) information is provided to the SAP commander through the daily Night Duty chart regarding the schedule of programmes for the next day alongwith any other relevant details. On no event shall any officer take his own decision regarding conduct and making arrangements for such events within the Prison complex.
5. The Government properties viz. Woolen blanket, Dari, Steel Plate, Mug / glass, etc. issued to each prisoner on admission in the Central Prisons should be properly accounted for by the Officer on Duty. Upon release / discharge of the prisoner from custody, the Duty Officer shall ensure receipt of the items in proper condition issued earlier and hand over the same to the Stores In-Charge with entries in the concerned books to that effect.
6. All correspondences in the form of documents / letters / papers, etc. relating to the Prison and prisoner should be received and noted in the concerned receipt registers / books and thereafter, forwarded to the Sr. Superintendent of Police / Prisons for his orders. Further, all official correspondences with other Government departments shall be either made on behalf of / for the Sr. S.P. / Prisons or Addl. S.P./Prisons only, and not on / by individual designation of the officer(s).

This circular shall supercede all the orders / circulars issued on the subject in the past.

Dated: 21st November 2006

Sd/-
Sr. Superintendent of Police / Prisons
Central Prisons: Rongyek