



No. 297/GOS/Prisons

Dated 21.11.2006

Circular: 3/2006

In order to have a proper system enforced in the Central Prisons, Rongyek which are on the basis and in accordance with the existing Prison Act, Rules, Manual, etc. the following procedure should be strictly followed and adhered to by all the concerned Duty Officers, at the time of release / discharge of inmate.

1. The Warrant of Discharge issued by the concerned Court alongwith other related documents should be processed in a separate file (to be maintained henceforth) by the Duty Officer for seeking necessary approval / orders of the Sr. Supdtt. of Police / Prisons.
2. The Duty Officer should ascertain and ensure whether the said prisoner is involved in more than one case(s) from the available records and the file is to be processed only after proper verification. On no event should any Duty Officer release the prisoner when there are doubt(s). The required clarifications can be sought from the designated Sub-Jailor Aaron G. Targain who has been given the charge of handling and keeping / maintenance of records pertaining to Prisoners or from other senior authorities.
3. While processing for release / discharge of a prisoner, all the related documents should be attached with the register and forwarded to Sr. S.P. / Prisons for his approval / orders. During Office hours / presence of Sr. S.P. / Prisons in office, the file is to be routed through Proper Channel while, in other situation the concerned Duty Officer should send all the related documents alongwith the register / books through a Prison guard to the Sr. S.P. / Prisons's residence to obtain necessary approval and orders.
4. Only after obtaining the necessary approval and orders of the Sr. S.P. / Prisons, should the prisoners be released / discharged from custody. In the case of prisoners involved in N.D.P.S. / Drugs and Cosmetics Act, etc, the prisoner in person should be present with the Prison guard before the Sr. S.P. / Prisons and thereafter, comply with his orders / directions.
5. The Duty Officer should strictly ensure that the personal belongings viz. clothes, cash, valuables etc. surrendered at the time of admission, should be properly returned / handed over to the said prisoner during release / discharge, after proper verification(s) from the available records with corresponding entries in the register / books to that effect.
6. In the case of release / discharge of Foreign National charged under 14 Foreigners Act, the Duty Officer should process the file prior to the date of actual release (at least a fortnight in advance), so that correspondence(s) with the designated "Civil Authority" can be made for taking necessary action(s) as per existing rules.

For Strict Compliance by all concerned Officers.

Dated: 21st November' 2008.

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