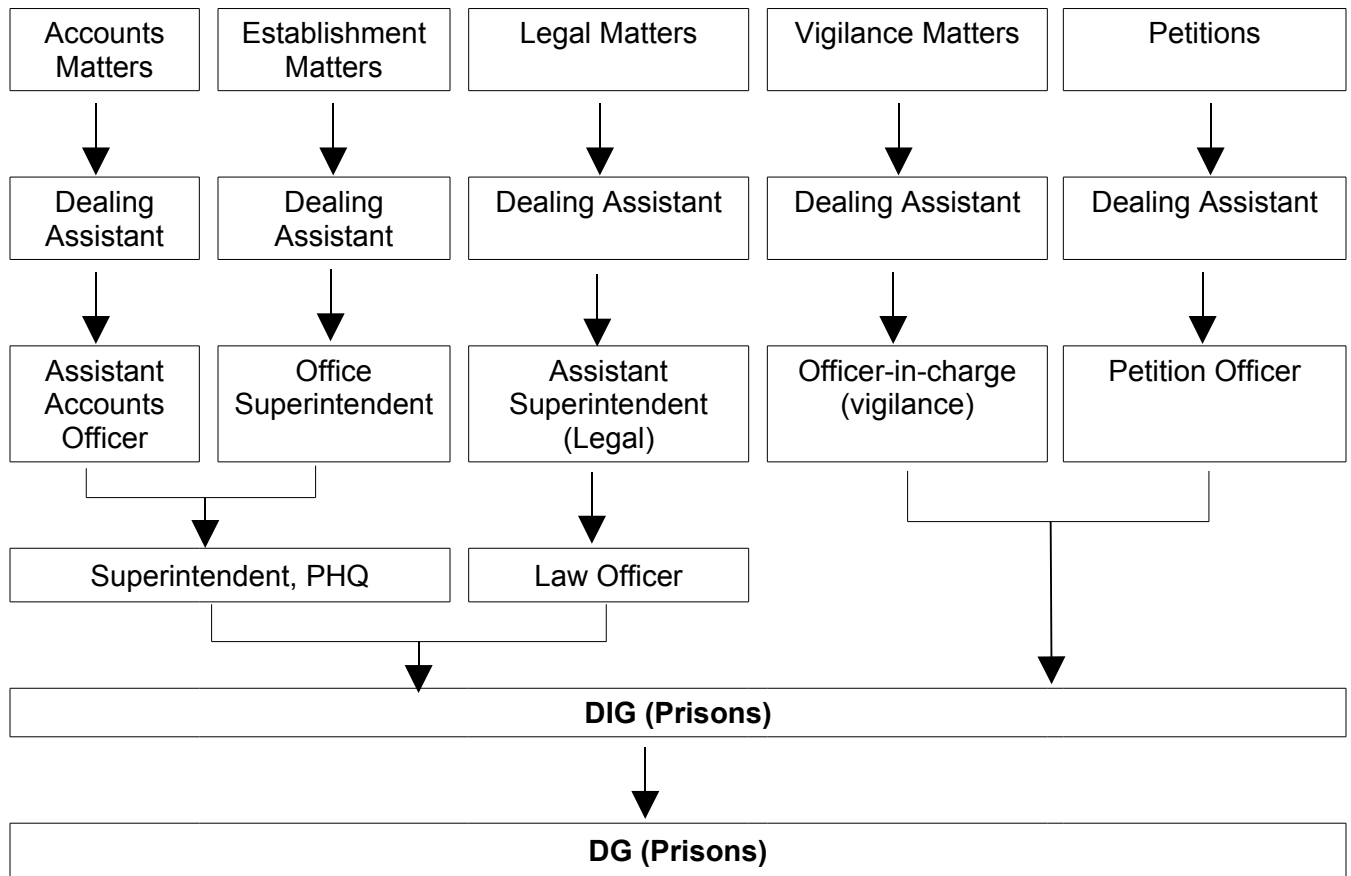
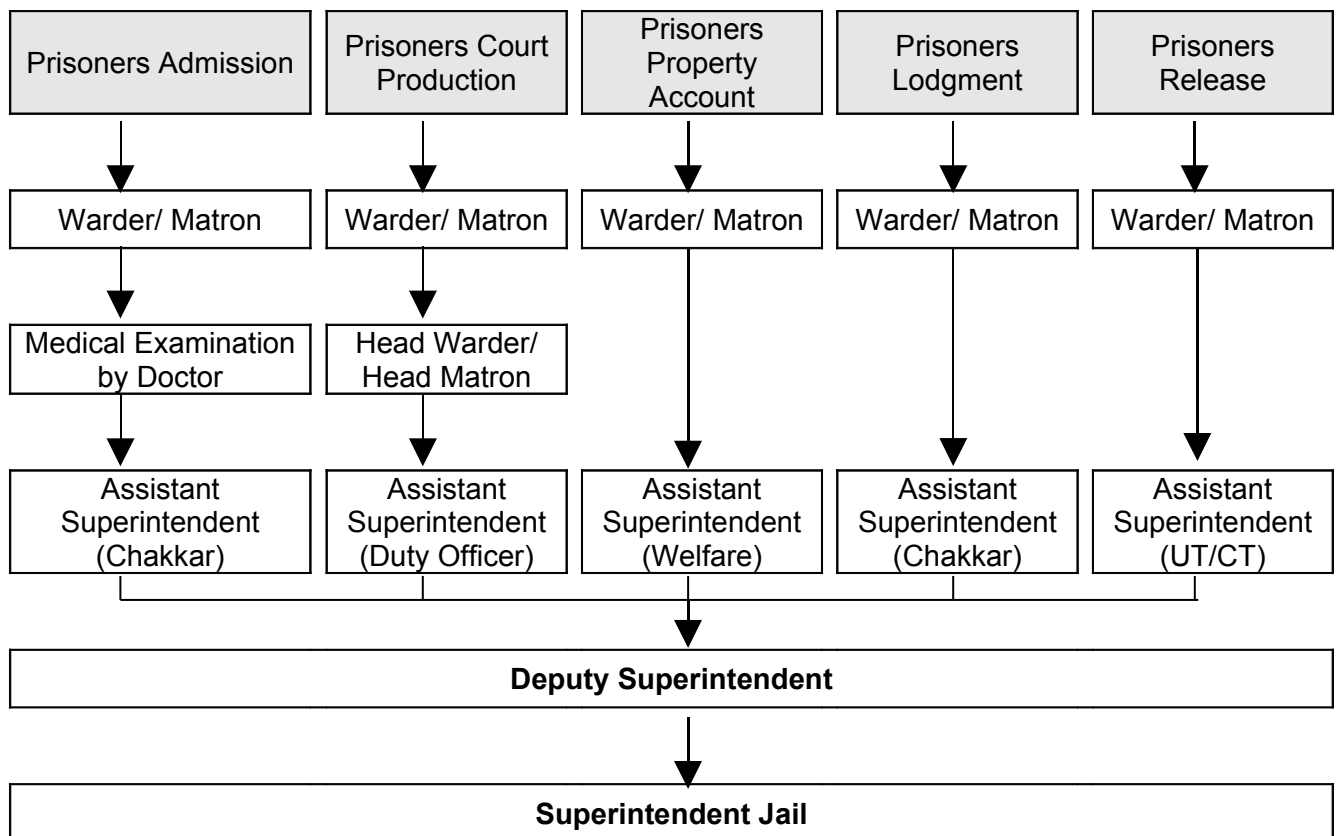


MANUAL 3
 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
 {SECTION 4 (1)(B)(III)}

Procedure followed in decision making at the level of Prison Headquarters :-



Procedure followed in decision making at the level of Jails:-



Following procedure is applied for registration of interviews with prisoners:-

1. Intending visitor can register his request in advance through the mode of telephone for holding interview with the prisoner in jail.
2. A visitor can also register his request to interview his prisoner in jail in person also.
3. An identification number is given to the visitor after the visitor's details are recorded in a register kept for the purpose.
4. Visitor is allowed to meet the prisoner only after establishing his identity by either presenting ration card, voter's card, driving license etc. to the Public Relation Officer of the concerned jail deputed for the purpose.
5. Three visitors are allowed to meet the prisoner for thirty minutes duration in an earmarked place in the particular jail.
6. No interviews are allowed on Saturdays, Sundays and Public Holidays.
7. A prisoner can receive cooked food from his friends/relatives meeting him during the time of interview. He can also receive 12 number of fruits or 2 kgs of fruits. All food stuff so delivered to the prisoner should be in transparent polythene bags.
8. The mulaqat hours are from 9.30 a.m. to 1.30 p.m.
9. Lodgment of prisoner and their days of interview are as under :-

JAILWISE ALPHABETS

DAYS	JAIL NO.1	JAIL NO. 2	JAIL NO.3	JAIL NO. 4	JAIL NO. 5	JAIL NO. 6	JAIL NO. 7	JAIL NO. 8/9	DJR
MONDAY	A,R,S,	A,B,C,D, E,F,G,H, I,J,K,M, R,Z	R & OUT RASHI	A,E,F,H, I,K,N,P, Q,T	A,B,C,D, ,E,F,G, H,I,J,K, L,M,U,V, ,W,X,Y, Z	A,B,C,D, ,E,F,G, H,I,J,K, L,M	DANY TWO DAYS IN A WEEK	A,B,C,D, E,F,G,H, I,J,K,L, M,U,V, W,X,Y,Z	D,F,G, H,I,J,K, ,N,O,P, E
TUESDAY	B,D,E,F, ,J,K,L, M,O,P,U, ,V,W,Y, ,Z AND HIGH RISK, (B/R)	L,N,O,P, Q,R,S,T, U,V,W,Y & HIGH RISK	S & HIGH RISK	G,J,L,M, ,O,R,S, U,W,X,Y, ,Z	F,N,O,P, ,Q,R,S, T, & HIGH RISK	N,O,P,Q, ,R,S,T,U, ,V,W,X, Y,Z		F,N,O,P, Q,R,S,T	A,B,C, L,M,V, HIGH RISK
WEDNESDAY	A,C,G,H, ,I,N,R,T	A,B,C,D, E,F,G,H, I,J,K,M, R,Z	OUT RASHI	B,C,D,E, ,F,H,I, P,T,V	A,B,C,D, ,E,G,I,V	OFF DAY		A,B,C,D, E,G,I,V	G,H,I, J,Q,R, S,T,V, W,X,Y, Z,E,
THURSDAY	D,E,J,L, M,O,S, U,W,Y,Z	L,N,O,P, Q,R,S,T, U,V,W,Y	R	A,G,J,K, O,Q,R,S, ,U,W,X, Y,Z	H,J,K,L, ,M,U,W, X,Y,Z	A,B,C,D, ,E,F,G, H,I,J,K, L,M		H,J,K,L, M,U,W, X,Y,Z	A,B,C, D,V,P, E
FRIDAY	B,C,F,G, ,H,I,K,N, ,P,T,V, & HIGH RISK AND (B/R)	A,B,C,D, E,F,G,H, I,J,K,M, R,Z & HIGH RISK	S & HIGH RISK	B,C,D,L, M,V	F,N,O,P, ,Q,R,S, T, & HIGH RISK	N,O,P,Q, ,R,S,T,U, ,V,W,X, Y,Z		F,N,O,P, Q,R,S,T	K,L,M, N,O,Q, R,S,T, U,V,W, X,Y,Z, HIGH RISK

Telebooking Number-25528888 for Central Jail No. 1 to 9 and 27857367,68,69,70 for District Jail Rohini.