

## Manual 4

### Norms set for the discharge of functions {Section 4(1)(b)(iv)}

Details of norms and standards set out can be given in respect of various activities.

The main activities carried out by the Prisons are to make arrangements for admission of prisoners remanded to Prison custody, release a person on release orders, provide medical care and living conditions during their stay in jail and interview with their relatives and friends.

S.No.	Activity	Time frame/Norm	Remarks
1	Admission of a prisoner	Ten minutes for identification and recording entries in relevant registers	
2	Medical Examination of a newly admitted prisoner	Ten minutes for primary medical check-up by the Jail doctors immediately after his admission in jail	This is done to rule out any possibility of spread of infectious diseases or to provide for any emergency medical care in case the prisoner requires.
3.	Release of a prisoner	15 minutes for recording release details, examination of the release orders and identification of the prisoners with the particulars recorded with the particulars available in the release orders	
4	Request for interview received through telephone/letter.	Five minutes to note name and other particulars of the intending visitor in Mulakat register.	Particulars recorded at the time of registration of interview have to be produced at the time of actual interview.
5	Contacting Public Relations officer & Searching procedure	Ten minutes for checking the particulars recorded in the Mulakat register with the particulars produced by the visitor & searching.	A visitor is allowed to bring along two other visitors at the time of interview with the prisoner.
6	Conducting Mulakat	Thirty minutes	Visitors assemble at earmarked counter for holding interview with the prisoner.
4.	Checking of Articles brought by the visitors	Five minutes	This is done to rule out entry of arms, ammunitions, drugs, money and other prohibited articles.