

**OFFICE OF THE DIRECTOR GENERAL OF PRISONS
PRISON HEADQUARTERS, NEAR LAJWANTI GARDEN CHOWK
JANAK PURI, NEW DELHI-110064.**

F. No. 10 (658) Legal/2012/1294

Dated : 15/3/2012

STANDING ORDER NO.32


Sub: Uniformity in presentation during coordination meetings.

Superintendent (Jails) are making their presentations on various points to the Chair during weekly coordination meeting on parameters which are not uniform. To ensure uniformity, it is hereby directed that the information on the following points should be presented by the Superintendent (Jails) :-

1. Report of visit of wards, sanitation & hygienic conditions, cleanliness of barracks, cells, wards & toilets.
2. Points during interaction with inmates in wards.
3. Working of various gadgets like X-ray scanners, CCTV, DFMD, Cell phone jammers, HHMD, Inmate Phone Call System, inmate information kiosk, video conferencing, PMS, VMS etc.
4. Feedback on activities of NGOs.
5. Feedback on Interaction with subordinate staff – Dy. Supdt., Asstt. Supdt., Head Warder, Warder & Medical & para-medical staff.
6. Any major incident of quarrel/bladebaazi or indiscipline.
7. Major recovery of prohibited articles.
8. Number of prisoners not produced in courts and reasons thereof.
9. Number of prisoners not sent for OPD in outside hospitals and reasons thereof.
10. Number of searches conduct/details of prohibited articles recovered.
11. Number of times Superintendent/Dy. Supdt. were summoned by different courts and reasons thereof.
12. Report on quality of raw material for canteens and kitchen.
13. Details of inspection of records of UT/CT/LO/PWF office/P.P. a/c & deodhi.
14. Any security breach and also the suggestions to strengthen security.
15. Any suggestion for more effective methods/measures for reformation &

16. Number of visits of free legal aid advocates: No. of petitions sent to various courts.
17. Number of objections on release warrant of inmates.
18. Points during interaction with 'to be' released inmates.
19. Any major point noticed during night duty.
20. Progress in literacy and educational programmes.
21. Important admissions and releases.
22. Any other issue/incident/suggestion for sharing with other officers.

The above points are only illustrative in nature and not exhaustive. Hence, the Superintendent Jails can present any other important point/matter in the meeting with the permission of Chair.


(NEERAJ KUMAR)
DIRECTOR GENERAL (PRISONS)
DELHI

All Superintendent Jails

Copy for information to:—

1. Commandant, TSP/ITBP/CRPF
2. DCP, 3rd Bn.
3. All Branch Incharges (PHQ)
4. Executive Engineer (Civil/electrical) PWD, Tihar
5. S.O. to DG(P)
6. P.A. to DIG(P)