

OFFICE OF THE DIRECTOR GENERAL (PRISONS)  
PRISON HEADQUARTERS : TIHAR : NEW DELHI

F.10(7832)/CJ/Legal/2012/ 2626

Dated : 24/05/2012

STANDING ORDER NO-38

**Sub.: Employment of convicts.**

The provisions of Delhi Jail Manual regarding employment of convicts on different labour are summarized as under for the guidance of prison staff so that uniformity is maintained in their application :-

1. All convicts who have been awarded rigorous imprisonment should be first medically examined by the medical officer to assess their suitability for different types of work viz. hard work, medium work, light work before allotting them work.
2. Convicts who are security threats to other prisoners or perceive threat from others or who are lodged in high security wards should not be employed at the work place.
3. Convicts who are physically fit should be produced before the Superintendent/ Dy. Superintendent to judge their aptitude and suitability for a particular type of work available in the jail.
4. Preference should be given to convicts given RI for work allotment over simple imprisonment convicts/under-trials.
5. Convicts sentenced to simple imprisonment/under-trials, if desirous of working, should be allowed work by the Superintendent Jail only after taking a written request from him clearly stating that he wishes to work. Such prisoners should be allotted labour only after getting them medically

60/ 271

examined by the medical officer assessing their suitability as provided for convicts in para 1 above.

6. Prisoners whether undergoing SI, RI or undertrial, who have been allotted labour must be given laboring diet as per the following scale as already circulated vide order No. F.N. 10(261/11/A)/CJ/Legal/2009/837-838 dt. 19.03.2009 :-

S.N.	ITEM	QUANTITY
1.	Atta or rice	500 gms.(for laboring prisoners) 400 gms. (for non laboring prisoners)
2.	Dal	90 gms
3.	Vegetables	250 gms

Further, SI convicts should be allowed remission on the same scale as is given to RI convicts.

7. The SI convicts and undertrials, when given employment, should be paid wages at par with RI convicts. No such prisoner should be punished for not giving adequate attention to the allocated work. However, work given to him may be withdrawn from such a prisoner.
8. Convicts should preferably be employed on jobs of which they have some experience at the time of their admission. In cases where a convict's experience is of no use, he should be employed on a job which is closely related to the experience he is holding. The idea is to utilize his existing skills upto the maximum.
9. If a convict does not possess any skill, he should be initially put to work with some senior convicts at a work place for 3 months or so and be paid wages as per unskilled category. Once he gets to know the trade, he may be asked to do independent jobs and depending on his performance his level/category increased to semi-skilled and skilled.
10. While engaging a convict in a job, it should be kept in mind that his dignity and respect according to his qualification and experience are maintained. A qualified

59/e      230/e

convict should be allotted a job where his self-esteem is maintained so that he works with full devotion and capability.

11. Very often, after having worked for a year or two on one single machine or trade or even in a section, if the work centre officials feel that the convict is a sharp learner and a good and capable worker, his area of work be changed according to the work needs. This will enable the convict to learn new trades and acquire multiple skills.
12. Similarly, at times, convicts themselves request the jail staff to give them additional knowledge and skill on a particular job. Looking at the need of the work place and aptitude of the convict, such requests may be considered favorably.
13. Convicts who show special interest in the allocated work and their output is high, both qualitatively and quantitatively should be awarded special remission as per the provision 80(1) (c) of Delhi Jail Manual. This fact should be displayed prominently in the activity/work area. Superintendents may give special remission to such inmates upto thirty days in a year and if their work is extraordinary, recommendations may be made to PHQ for special remission by DIG upto 45 days and DG upto 60 days in a year. Provision 80(2) (a,b & c) may be followed in this regard.   
*of the Delhi Jail Manual*

*Neeraj Kumar*  
24/5/12  
(NEERAJ KUMAR)  
DIRECTOR GENERAL (PRISONS)  
DELHI

All Superintendent Jails

Copy for information to:--

1. D.I.G.(P), for information.
2. Law Officer, for information