

GOVT. OF NCT OF DELHI
OFFICE OF THE DIRECTOR GENERAL OF PRISONS
PRISON HEADQUARTERS : TIHAR : JANAK PURI : NEW DELHI

F.NO.10(M-284)/CJ/LEGAL/PHQ/2026/M-2257- 2276 Date 14.05.2026.

CIRCULAR

Sub: Receipt, inspection and delivery of parcels, addressed to prisoners of Delhi Prisons.

To establish a uniform, transparent and non-discriminatory procedure for the receipt, inspection and delivery of parcels, addressed to the prisoners of Delhi Prisons, ensuring that no inmate is denied or granted parcel privileges based on caste, religion, race or socio-economic status, the following instructions are being issued:

1. The right to receive authorized parcels from family members or legal counsel shall be extended to all prisoners (Under-Trial & Convicted) without prejudice.
2. All parcels must be received at the gate of the Jail by Duty Officer of that Jail or at the CPROs, not below the rank of Asstt. Superintendent and must be opened and inspected in the presence of the officer, not below the rank of the Deputy Superintendent and, in the Jail where possible, the prisoner, to whom it is addressed.
3. Any parcel containing tobacco, narcotics, weapons, currency or unauthorized electronics or any contraband decided from time to time shall be confiscated immediately and an action shall be initiated as per Prisons Act and in accordance to Jail Rules.
4. If any contraband is found in the parcel, signature from the sender as per point no.1 will be taken by the Dy.Suptd. in whose presence it was opened. If it is by Post, then it will not be applicable.
5. A detailed list of the contents of each parcel must be entered into the Prisoner's Property Register.
6. Any delay or rejection of the parcel must be recorded in writing by the Jail Superintendent, citing specific security reasons.

L.T. Br. PHQ
Diary No. 27
Date 15/05/26

Nadho
06.05.20
H.B.V. (12)

Handwritten signature

7. The Welfare Officer of the Prison shall conduct weekly audits of the Parcel Register to ensure that no group of prisoners is systematically excluded from receiving parcels.
8. If there is any doubt of Narcotics concealed any packet same may be screened through X-Ray Scanner and any such measure to ascertain the same be done.

Any deviation of these Non-Discriminatory guidelines by any staff member will be viewed seriously.

This issues with the approval of DG (Prisons).

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(KULDEEP SINGH)

**DY. INSPECTOR GENERAL (PRISONS)
PRISONS HQS. TIHAR, NEW DELHI**

All Superintendent (Jail),
Tihar/Rohini/Mandoli for compliance.

Copy for information:-

1. SO to DG (P)
2. PA to AIG (P)/DIG(P)
3. Assistant Director, IT Branch, PHQ for uploading on website