

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

CIRCULAR

Sub: Timely processing and forwarding of parole applications – reg.

1. Objective

The objective of this Circular is to ensure timely, uniform, and systematic processing of parole applications of inmates lodged in various jails, so as to avoid any delay, court litigation, or unwarranted situation arising due to procedural lapses.

2. Background

The Hon'ble Lieutenant Governor of Delhi expressed the need for strict adherence to timelines in processing parole cases and to submit a weekly report of parole cases/applications for weekly review on every Thursday. In compliance with the said directions, the following instructions are hereby issued:-

- (i) All Jail Superintendents shall ensure that every parole application received in respect of any inmate lodged in their respective jails is processed expeditiously and strictly in e-parole software in accordance with the prescribed rules of DPR, 2018.
- (ii) After due processing of application on e-parole software, a complete Status Report of every week in respect of each parole application shall be forwarded to the Legal Branch, Tihar, both physically (hard copy) and digitally, through e-mail by every Tuesday, without any fail.



Yashu
12.08.26
4(CW)

- (iii) This timeline is essential to enable the Legal Branch to compile and submit the consolidated report to the Deputy Secretary (Home), Government of NCT of Delhi, by Thursday of the same week.

3. Compliance

All Jail Superintendents are directed to ensure strict and scrupulous compliance with the instructions contained in this Circular. Any deviation, delay, or non-compliance shall be viewed seriously.

This issues with the approval of DG (Prisons).

(Signature)
07/03/26

**DY. INSPECTOR GENERAL (PRISONS)
PRISONS HQS. DELHI PRISONS**

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All Superintendent (Jail), Tihar/Rohini/Mandoli

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