

MANUAL 1

PARTICULARS OR ORGANISATION, FUNCTIONS AND DUTIES

[Section 4(1) (b) (1)]

1. **Aims and objectives of the organization**

- *To provide for the detention of the prisoners committed to Prison custody.*
- *To provide for the reformation and rehabilitation of prisoners with a view to ensure their safe detention.*
- *To provide for Minimum standards of treatment of prisoners consistent with the principles of dignity of individuals and all other matters connected therewith or incidental thereto in jails.*

2. **Mission / Vision**

- *To provide minimum standard of living/treatment to the prisoners remanded to judicial custody and at the same time to reform/rehabilitate them by involving them in various vocational, spiritual, educational activities so that they become useful citizens of the country after their release.*

3. **Brief history and background for its establishment**

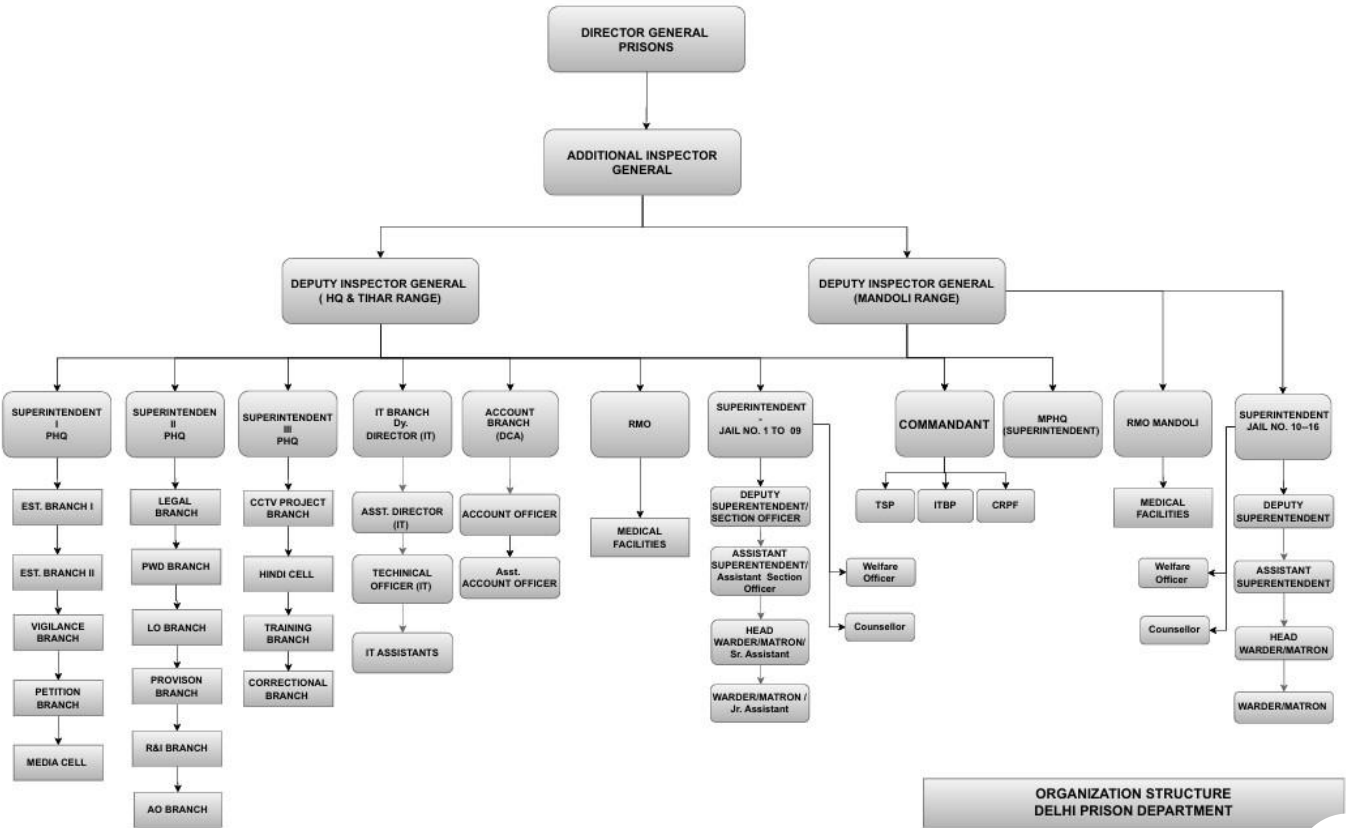
- *Tihar Prisons came into existence in year 1958. Prior to this the jail was located at Delhi Gate area.*
- *The jail is spread over 400 acres of land and at present there are 9 functional central jails in the Prison complex at Tihar, one Central Jail at Rohini, Delhi and 6 Jails are functional in Prison Complex at Mandoli. Further, two Semi Open Jail for Male (one at Tihar Jail Complex and one at Mandoli Jail Complex) and one Open Jail at Tihar Jail Complex are operational. One Semi Open Jail for Female is also operational at Prison Complex Tihar.*
- *Tihar Complex Houses Prison Headquarters, residential quarters for staff, Tihar Court Complex, offices and barracks for Armed forces and PWD works.*
- *Rohini Complex Houses one jail & residential quarters of staff.*
- *Mandoli Complex Houses six jails, offices, barracks for staff and office for PWD works*

4. Evolution of Delhi Jails:

- ❑ **1958:** Central Jail commissioned with a sanctioned capacity of **1273** prisoners
- ❑ **1980:** District Jail constructed with a sanctioned capacity to lodge **740** prisoners
- ❑ **1984-85:** The existing Central Jail was trifurcated during this period as Central Jail No.1, 2 & 3 having sanctioned capacity for each jail as **565, 455 & 739** prisoners respectively.
- ❑ **1990:** District Jail was elevated to Central Jail and designated as Central Jail No.4 with sanctioned capacity of **740** prisoners.
- ❑ **1996:** Central Jail No.5 commissioned with a sanctioned capacity of **751** prisoners for keeping adolescents (between the age group of 18 to 21 years)
- ❑ **2000:** Central Jail No.6 commissioned for **exclusively** lodging **400** female prisoners.
- ❑ **2003:** Central Jail No.7 commissioned for lodging **350** prisoners
- ❑ **2004:** Central Jail, Rohini commissioned for lodging **1050** prisoners
- ❑ **2005:** Central Jail no.8 & 9 commissioned for lodging **600** prisoners each
- ❑ **2013:** Semi Open Jail started for lodging of **48** convicts at Tihar Jail Complex
- ❑ **2016:** Open Jail started for lodging of **48** convicts at Tihar Jail Complex
- ❑ **2016-17:** Central Jail No-11 to 16, Mandoli Jail commissioned for lodging of approx. 3500 prisoners.
- ❑ **2017:** Semi Open Jail started at Mandoli Jail Complex, Delhi.
- ❑ **2018:** Female Semi Open Jail Started at Prison Complex Tihar, New Delhi.

5. Organization Charts

- The Director General of Prisons, Delhi is the **Head of the Prison Department** and is assisted by Addl.I.G.(P) and Deputy Inspector General of Prisons. A Jail Superintendent heads each of the sixteen Jails/Semi Open Jail/Open Jail and Deputy Superintendents, Assistant Superintendents, Head Warders and Warders assist him.
- The Director General is a Senior Most IPS Officer of AGMU Cadre and Additional I.G.(P) is from IAS Cadre (AGMU), Deputy Inspector General (Prisons) and Superintendents are from DANICS Cadre.
- The custodial duties of the prisoners are performed by the Jail Staff where as the external security, search etc. are taken care by Tamil Nadu Special Police, ITBP and Central Reserve Police Force.
- A Battalion of Delhi Armed Police handles the escorting of the prisoners to the courts/hospitals etc.
- One Resident Medical Officers head the Medical Administration of all Jails of Tihar Jail Complex and one Resident Medical Officer heads the Medical Administration of all Jails of Rohini Jail Complex and Mandoli Jail Complex. Senior Medical Officers head the Medical administration of each jail assisted by Medical Officers and other para medical staff.



6. Allocation of business

To provide safety and security to the prisoners during their stay in jail as well to make utmost efforts to reform the prisoners.

7. Duties to be performed to achieve the mission

The Delhi Prisons with active support of NGOs strive to provide care and maintenance of the prisoners during their stay in jail.

8. Details of services rendered

- *Safe detention and release of prisoners;*
- *arranging interviews of prisoners with their relatives/friends;*
- *education, spiritual, vocational and recreational activities for the prisoners in association with reputed NGOs;*
- *specialty and super specialty medical care to prisoners lodged in jails,*
- *wholesome and hygienic food to prisoners,*
- *crèche facilities to the children staying with female prisoners,*
- *e-mail facility to every prisoner; tele booking of interviews etc.*
- *Free Legal Aid to Prisoners*
- *Holding of Special Courts for the confessing undertrials*

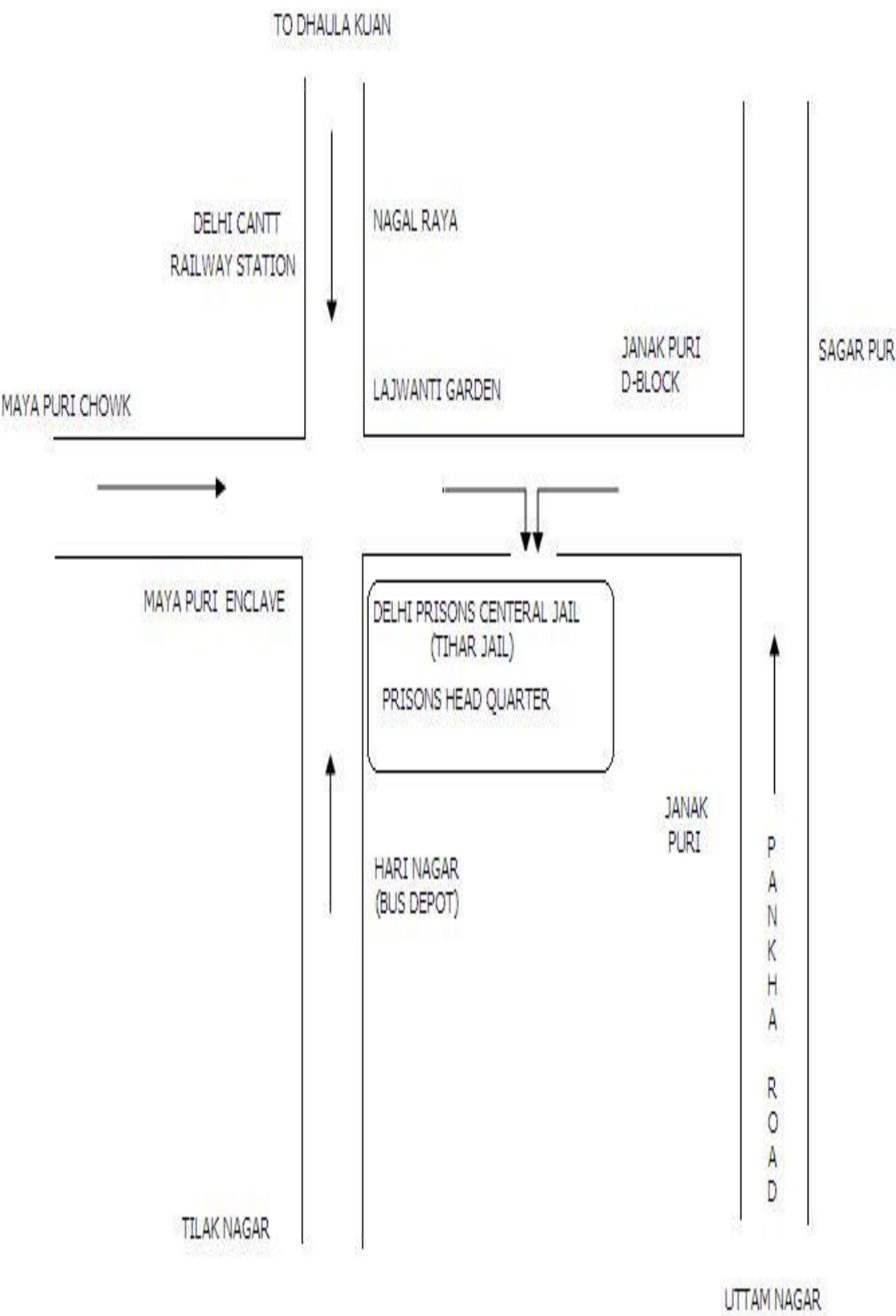
9. Citizens interaction in jails

- Visit of Judges of Supreme Court of India and Delhi High Court
- Visit of ICRC, UNDP, NCPCR, DCPCR teams to Tihar jail
- Visit of Members of Parliament/Member of Legislative Assembly
- Holding of Consular access for the Pakistani prisoners in the presence of Senior Pakistani Embassy officials.
- Visit of DG/IG (Prisons) of various States.
- Visit of Senior Government Officers from Centre and Delhi State Government.
- Visit of Members of National and Delhi Commission for women.
- Visit of Board of Visitors.
- Visit of members from Visual and Print Media

10. Postal address of the main office, attached/ subordinate office/ field units etc.

- a) *Office of the Director General of Prisons, Prisons Headquarters, Near Lajwanti Garden Chowk. Tihar, New Delhi.*
- b) *Office of Addl. Inspector General of Prisons, Prisons Head Quarters, Tihar Jail Complex, New Delhi-110064.*
- c) *Office of Dy. Inspector General of Prisons, Prisons Headquarters, Tihar Jail Complex, New Delhi-110064.*
- d) *Office of Dy. Inspector General of Prisons, Prisons Headquarters, Mandoli Jail Complex, Delhi-110093.*
- e) *Office of Superintendent-I (PHQ) and Superintendent-II(PHQ), Prisons Headquarters, Tihar Jail Complex, New Delhi-110064.*
- f) *Office of Superintendent, Central Jail No.1, 2, 3, 4, 5, 6, 7 & 8/9 Tihar, New Delhi.*
- g) *Office of the Superintendent, Central Jail No-10, Sector-16, Rohini, Delhi.*
- h) *Office of the Superintendent, Central Jail No- 11, 12, 13, 14, 15 & 16, Mandoli, Delhi-110093*

11. Map of office location



12. Working hours both for office and public

- Office working hours – PHQ
- 9.30 a.m. to 6.00 p.m. – Monday to Friday (Saturday & Sunday holiday)
- Jail Working hours
- Lock out to 12 Noon and 3.30 p.m. to Jail lock-up
- Working hours of jails for meeting with Prisoners.
- 9.30 a.m. to 1.00 p.m. No public meeting on Saturdays & Sundays
- 3.30 PM to 5.30 PM (Mulakat with Advocates/counsels).

13. Public interaction, if any

- Registration of interviews by the visitors to the prisoners through tele-booking/Central PRO office/online.
- In each jail public interaction is through designated Public Relation Officer during the public working hours.
- Introduced E-Mulakat (interview) for Prisoners with family members/Advocates/Counsels

14. Grievance redress mechanism

- General Public can meet concerned Jail Supdt. DIG(P), AIG (P) and DG(Prisons) in connection with any of their grievances on all working days
- DG (Prisons) petition box is circulated in all jails through the Petitions officer for investigation of petitions.
- SCJ-II (PHQ) is the Vigilance officer – all complaints can be addressed to DG/ AIG/ DIG/ Vigilance Branch.
- Sampark Sabha of DG and Superintendents
- Panchayats with prisoners in each jail by Supdt Jail and Mahapanchayat with DG (Prisons)
- Visit of officials and non-officials visitors.
- Monthly visit by designated Addl. Sessions Judges who have their own petition boxes.
- Monthly visits by District Magistrates/Addl. District Magistrates.
- Grievance Redressal Committee U/S 57 of the Delhi Prisons Act, 2000 has been constituted in each jail – Appeal lies to DIG (P)
- Petitions to trial courts – prisoners can petition about their grievances.