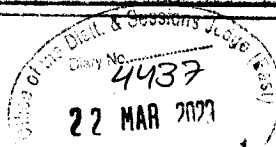


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**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI**

No. 6428-548 /Genl./Misc./Circulation/2023

Dated, Delhi the 16 MAR 2023

**Sub:- Revision of admission of inmates in various Jails of Delhi Prisons.**

Forwarded a copy of PUC bearing File CD No. (003725385)/CJ/Legal/2023/15780/1717-44 dated 06/03/2023 alongwith its enclosures on the subject cited above received from Sh. Sanjay Baniwal, Director General Delhi Prisons, Govt. Of NCT of Delhi, Office of the Director General of Prisons, Prisons Headquarter, Delhi Prisons, Tihar, New Delhi, for information and necessary action to :-

1. All the Ld. Principal District & Sessions Judges, Delhi/New Delhi (except Central-District). (E)
2. The Ld. Principal Judge, Family Courts (HQs), Dwarka Courts, Delhi.
3. All the Ld. Judicial Officers posted in Central-District, Tis Hazari Courts Delhi.
4. The Chairman, Website Committee, Tis Hazari Courts, Delhi With the request to upload the same on the Website of Delhi District Courts as per rule.
5. Dealing official for uploading the same on Centralized Website through LAYERS as per rules.
6. P.S. to Ld. Principal District & Sessions Judges (HQs), Delhi for information.

*(Signature)*  
16/03/23

(RAKESH PANDIT)  
Officer In-Charge, General Branch, Central  
Additional District & Sessions Judge,  
Tis Hazari Courts Delhi

16/03/2023

Encl. As above

*- Be sent to Jm all courts.*  
*- oic/Computer Branch.*  
*- oic/ Jnd. Branch.*  
*- oic/Gen. Branch.*  
*Pr. D.S.J./Ecst*  
*21/03/23*

GOVT. OF NCT OF DELHI  
OFFICE OF THE DIRECTOR GENERAL OF PRISONS  
PRISONS HEADQUARTER, DELHI PRISONS : TIHAR : NEW DELHI

File CD No.(00378888)/CJ/Legal/2023/15780/1717-44 Dated: 06.03.2023

STANDING ORDER NO. 02 /2023

**Sub: Revision of admission of inmates in various Jails of Delhi Prisons.**

Prison Headquarter had issued an order vide reference F.No.10(003687564)/Legal/PHQ/2022/18681 dated 16.03.2022, laying down the detailed procedure for admission of inmates in various Jails of Delhi Prisons. It has been observed that there are certain administrative issues requiring an intervention specially related to defining the term of first time offender. The first time offender jail is also known as Mulahiza Jail and has been introduced in compliance of the instructions received from the Hon'ble Supreme Court of India in the matter of "Bhupinder Singh Vs. Unitech Ltd." in Civil Appeal No.10856/2015. The purpose of Mulahiza Jail is to keep first time offender(s)/inmate(s) separately from the repeaters/hardened criminals lodged in the Jails so that they do not come under the bad influence of such category of inmate(s)/UTP(s)/Convict(s). To the extent possible the inmate(s) admitted to Mulahiza Jail are to be kept engaged in correctional activities. Keeping first time offender/inmate in a separate jail is desirable to shield them from the negative influence of the repeater/habitual UTP(s)/Convict(s).

Hence, following instructions are issued to be complied in letter and spirit.

1. It is clarified that the term of 'First Time offender/inmate' shall be identified/segregated by CPRO concerned and admit them to Central Jail No.4 or Central Jail No.12, as the case may be, on the basis of the principle that *'the UTP has been admitted to the prison for the first time. Further, if some more case(s) are registered against the said inmate during his judicial custody, in such circumstances he may still be treated as first time offender/inmate for the purpose of his stay/admission in Mulahiza Jail.'* The governing Principle behind the said interpretation would be that the inmate is admitted to the jail for the first time and not on a repeater basis.

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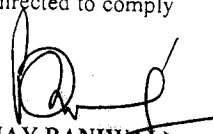
General Br.

Off. P. D. G. S. S. (H/S)  
10/03/23

2. The Superintendent Central Jail No. 4 and Central Jail No. 12 shall ensure requisite no. of computers installed in their jails for smooth operation of the PMS/E-prison System.
3. Two doctors shall be available in each jail i.e. Central Jail No.4 and 12 during evening hours for performing medical Mulahiza of the inmates.
4. DCP, DAP 3<sup>rd</sup> Bn., may provide separate jail vans for transporting the first time offenders from Jails No.4 & 12 to the court and vice-versa, to the extent possible. A separate block/space in the *Kharja* of all the Court Complexes may also be maintained for such inmates, as feasible.
7. The First time offender Jail is not meant for those prisoners who are booked under terrorist activities, naxalites, extremists, gangsters or for whom any sufficient reason exists on which the Superintendent believes that the person is of such a category that requires his lodging in repeater Jail or High Security Jail.
8. Inmates who are booked in cases of Section 107/151 Cr.P.C. will be lodged in Central Jail Number-2, Tihar for South, South-East, West, Dwarka, Outer, Central, North, North-West, Rohini, Outer-North, New Delhi and South-West districts and in Central Jail Number-14, Mandoli for Shahdara, East & North-East districts.
9. The policy of lodging in High Security Wards of the Jails shall remain same and all necessary protocols/rules in vogue shall be followed in the similar manner for the High Security prisoners.
10. It should be ensured that no repeater/habitual offender is transferred to the First time Offender Jails under BR Policy.
11. The transgender shall be lodged in separate ward/enclosure subject to medical identification on the basis of declaration given by the transgender. For example if transgender claims to be a trans-man he should be medically identified by the male Duty Doctor and thereafter on confirmation about his identify he should be lodged in Central Jail No.3, Tihar or Central Jail No.13, Mandoli. Similarly, if the transgender is identified as trans-woman, she should be lodged in Central Jail No.6 or Central Jail No.16 after due identification.
12. All Detenuess will be lodged in Central Jail No.7, Tihar.

13. While determining the name alphabet of a person for lodgment, prefixes like Kumar, Mohd., Abdul, Sayyed, Shahjada, Haji, Ali etc. shall not be taken into account.
14. In case a repeater inmate comes with a new name then he should be lodged as per his previous recorded alphabet.
15. The Alphabet policy of lodgment will not apply to High Security prisoners, Special Security prisoners and such other prisoners where lodgment has been decided by a general or specific order by the Competent Authority in accordance to the Delhi Prison Rules, 2018. The Director General (Prisons) may lodge a prisoner to any of the Jail of Delhi Prisons considering the circumstances, as he may deem fit.
16. The Central Dak Sections of Tihar and Mandoli will ensure that the daks received from courts are circulated after thorough examination through e-prison/PMS system, so that the dak meant for First Time Offender Jails does not by mistake go to the other jails on the basis of name alphabet.
17. The Alphabet Lodging Policy of Delhi Prisons shall be followed subject to amendment in this order.
18. These instructions shall supersede all previous instructions on the subject. In case of any doubts, reference may be sent to PHQ for clarification.

All Jail Superintendents/concerned officers are hereby directed to comply with the above instructions scrupulously.

  
(SANJAY BANIWAL)  
DIRECTOR GENERAL  
DELHI PRISONS

1. All Jail Superintendent, Central Jails Tihar/Rohini/Mandoli, Delhi Prisons.
2. RMO (Tihar/Mandoli), & SMO Central Jail, Hospital/Dispensaries
3. DCP IIIrd Bn., DAP, Vikas Puri, New Delhi.
4. Commandant, TSP/CRPF/ITBP
5. D.S. (CPRO Gate No.1, 3 & 4), CPRO, Mandoli
6. Senior System Analyst, PHQ for uploading on PHQ website
7. SO to Director General
8. PA to Addl. Inspector General
9. PA to Deputy Inspector General, Tihar & Mandoli
10. Notice Boards of all Jails & CPROs through SCJ-2 (CPRO Incharge)

2

Copy for information to:—

2. Ld. Registrar General, Delhi High Court, New Delhi
3. Ld. Pr. District & Sessions Judge, Tis Hazari Courts, Patiala House Courts, Rouse Avenue, Dwarka Courts, Saket Courts, Rohini Courts, Karkardooma Courts.
4. Commissioner of Police, Delhi Police, New Delhi.
5. Spl. Secretary (Home), GNCT of Delhi, New Delhi.
6. Member Secretary, Delhi State Legal Services Authority / Delhi High Court Legal Services Committee

  
SUPERINTENDENT-I  
PRISON HQs. TIHAR, NEW DELHI

**Revised Lodging Policy of Delhi Prisons**

Jail No.	Description
Jail No.1	All Repeater male inmates from Delhi Courts except Karkardooma Courts whose name starts with alphabet S & Y. Repeater inmates of alphabet A & R of Dwarka and Saket Courts.
Jail No.2	All direct male convicts from Tis Hazari, Patiala House, Rouse Avenue, Saket, Rohini & Dwarka Courts. Inmates booked under Section 107/151 Cr.P.C. of South, South-East, West, Dwarka, Outer, Central, North, North-West, Rohini, Outer-North, New Delhi and South-West districts.
Jail No.3	All repeater male inmates from Delhi Courts except Karkardooma Courts whose name starts with alphabet B, V, C, D, E, F & G. Repeater inmates of A & R of Patiala House & Rouse Avenue Courts.
Jail No.4	All male inmates who are First Time Offenders from Tis Hazari, Patiala House, Rouse Avenue, Saket, Rohini & Dwarka Courts except meant for Jail No.5 & 7.
Jail No.5	All male young offenders whose age is between 18-21 years.
Jail No.6	All female inmates of Tis Hazari, Patiala House, Rouse Avenue, Saket, Rohini & Dwarka Courts
Jail No.7	All male inmates booked under offences relating to crime against women i.e. Domestic Violence, Eve-Teasing, Dowry Death, Dowry Prohibition Act, Human Trafficking, POCSO except Rape Case. All inmates booked under other specialized offences e.g. POC Act, Custom Act, PMLA & Negotiable Instrument Act. All Civil Prisoners & COFEPOSA Detenues.
Jail No.8/9	All repeater male inmates from Delhi Courts except Karkardooma Courts whose name starts with J, L, M, N & Z. Repeater inmates of A & R of Tis Hazari Court.
Jail No.10 (Rohini)	All repeater male inmates from Delhi Courts except Karkardooma Courts whose name starts with H, I, K, Q, O, P, T, U, W & X. Repeater male inmates of alphabet A & R from Rohini Courts.
Jail No.11	All repeater male inmates whose name starts with A, C, D, E, F, G, H, I & J of Karkardooma Courts.

Jail No.	Description
Jail No.12	All male inmates who are first time offenders of Karkardooma Court.
Jail No.13	All repeater male inmates whose name starts with B, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y & Z of Karkardooma Courts.
Jail No.14	All direct male convicts from Karkardooma Court Complex. Inmates booked under Section 107/151 Cr.P.C. of Shahdara, East & North-East Districts.
Jail No.15	High Security, SSW & other male inmates who are required to be kept separate from other inmates.
Jail No.16	All female inmates of Karkardooma Courts & Rohini Courts.