

## **Procedure followed in the decision making process.**

The channel of supervision and accountability is as outlined in the preceding paras. The Department follows Office Manual to ensure adequate accountability at all levels in administration to be a useful guide to all Govt. servants making them effective in their day-to-day work.

The Department follows the provisions contained in H.P. Jail Manual, for the Superintendence of the Prisons and other instructions to deal with all matters. A few matters which are not covered under the Jail Manual are dealt under the separate provision/instructions which are as under:-

- (i) Premature Release cases of prisoners are considered under the policy laid down by the State Govt. vide Notification No. Home-B (F)-6-1/89-Jails-II dated 28/02/2001. Under this policy convicts who are sentenced to imprisonment for life and convicts whose death sentence has been converted into imprisonment for life are considered for premature release after they have undergone a minimum 14 years of substantive sentence.
- (ii) Selection of prisoners for admission to the Open Air Jail is done in accordance with notification No. PR.A (5)-7/77-Part-III dated 14/12/1978 issued in this behalf by the Govt.
- (iii) Mercy petition cases of the prisoners are considered under Article 161 of the Constitution of India. Prisoners are selected on the basis of recommendations of the District Magistrate concerned.
- (iv) Prisoners are released temporarily from prisons on parole up to 84 days on the recommendations of the District Magistrate of the concerned district in accordance with the provisions of Himachal Pradesh Good Conduct Prisoners (Temporary Release) Act, 1968.