

Standard Operating Procedure (SOP)
for
Automating release of Convict Prisoners
In

ePrisons

Submitted to:

Odisha Prisons

Odisha

Submitted by:



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Government of India

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1. Introduction

The ePrisons software is a cloud-based application software with easy-to-use graphical interface and embedded with a comprehensive security features. It has enhanced the administrative capabilities of the Prisons, state-wide digitization of the prison administration, monitoring various activities of the prison, improving the efficiency and productivity of the Prisons. It has covered all the prisons of Odisha.

This system is now being extended to the stake holders other prison department i.e., police, court, public (relatives of inmates) for the purpose of releasing convict prisoners from the jail in a timely and efficient manner. These three initiatives for prisoner release under various provisions namely eParole, eFurlough and ePremature.

2. Purpose

eParole, eFurlough and ePremature modules are 24 X 7 digitized automated management information system, connecting various entities of ePrisons system and facilitate stakeholders including prisons, police, and administration along with prison inmate in applying / granting Parole / Furlough in an efficient and transparent manner by minimizing the resources and time. These modules are for processing the existing manual procedure of Parole and Furlough release of Prisoners in a digital way. It has user specific customized dashboards and MIS reports which would serve as a complete solution to track and monitor the entire process. This system also helps in visualization of prisoner's complete profile and previous releases to the concerned officers for their consideration.

3. About Prisoner Release from Jail (Convict Prisoners)

There are three methods by which a convict prisoner can be released from the jail, and they are as follows:

3.1 **Parole:** It means temporary release of a prisoner for short period so that he may maintain social relations with his family and in the community in order to fulfill his familial and social obligations and responsibilities and to maintain regular contact with outside world so that he may keep himself/herself updated with the latest developments in the society.

- **Who is Eligible**

1. A prisoner, who is sentenced to more than one year but less than five years and has actually undergone one year's imprisonment.
2. A prisoner, who is sentence to more than five years and has actually undergone two years of imprisonment.

- **Who is not Eligible**

1. Those convicted of offence under chapter VI of the IPC.
2. Dangerous habitual criminals.
3. Such convicts whose presence is considered to be dangerous or prejudicial to public peace and tranquility.

3.2 **Furlough:** It is a release of a prisoner for a short period of time after a gap of certain qualified number of years of incarceration by way of motivation for him maintaining good conduct and remaining disciplined In the prison.

- **Who is Eligible**

1. A prisoner who is sentenced to imprisonment for a period exceeding one year but not exceeding five years, shall on completion of a period of one year of actual imprisonment from the date of admission into prison or six months from the date of his last return from furlough as the case may be. The first spell would consist of one week, while the subsequent spell would consist of two weeks.
2. A prisoner who is sentence to imprisonment for a period exceeding five years shall, on completion of a period of two years of actual imprisonment from the

- date of admission into prison or six months from the date of his last return from furlough as the case may be. The first spell would consist of two weeks, while the subsequent spell would consist of three weeks.
3. The prisoner is not a habitual offender.
 4. The prisoner is not convicted of any offence of robbery, dacoity under any of the sections from 392 to 402 of the IPC.
 5. The release of the prisoner is not considered dangerous to the interest of national security.

3.3 **Premature:** Premature release is release of a prisoner before sentence completion, every convicted prisoner whether Male or Female undergoing sentence of life imprisonment and covered by the provisions 433A Cr.PC shall be eligible to be considered for premature release from the prison immediately after serving out the (certain amount of) sentence of(14 years of) actual imprisonment i.e. without remissions.

- **Who is Eligible?**

1. Every convicted prisoner whether male or female undergoing sentence of life imprisonment and covered by the provisions of section 433 A Cr.P.C. shall be eligible to be considered for premature release from the prison immediately after serving out the sentence of 14 years of actual imprisonment i.e without remissions.
2. It is, therefore, clarified that completion of 14 years in prison by itself would not entitle a convict to automatic release from the prison and the State Sentence Review Board shall have the discretion to release a convict at an appropriate time in all cases considering the circumstances in which the crime was committed and other relevant factors.

4. Who can access it?

A. Prison Department

URL: - <https://eprisons.nic.in/Odisha/Secure/Login.aspx>

1. Level-1 Jail User
 UserID- <Welfare officer of the Jail>

Pwd- <Password of the user>

2. Level-2 Jail Superintendent

UserID- <sp account of the Jail>

Pwd- <Password of the SP>

3. Level-3 Prison Headquarter

UserID- <PHQ User>

Pwd- <Password of the PHQ user>

B. Other Stakeholders' users:

URL: - <https://eprisons.nic.in/Leave/Secure/login.aspx>

4. Level-4 SSP Office

UserID- <ICJS User ID>

Pwd- <Password of ICJS Account>

OTP - <6 Digit OTP on the registered No>

5. Level-5 OIC/IIC of the Police Station

UserID- <OIC/IIC ICJS Account>

Pwd- <Password of ICJS Account>

OTP - <6 Digit OTP on the registered No>

6. Level-6 DC/DM of the District

UserID- <DC/DM ICJS Account>

Pwd- <Password of ICJS Account>

OTP - <6 Digit OTP on the registered No>

Note: ICJS Ids as provided by the SCRB, Odisha for DC/DM, CP/DCP/SSP/SP Offices, and IIC/OIC/SHO.

C. Public access for Parole request

URL – <https://eprisons.nic.in>

User id - Registered Mobile No of the Prisoner Relative

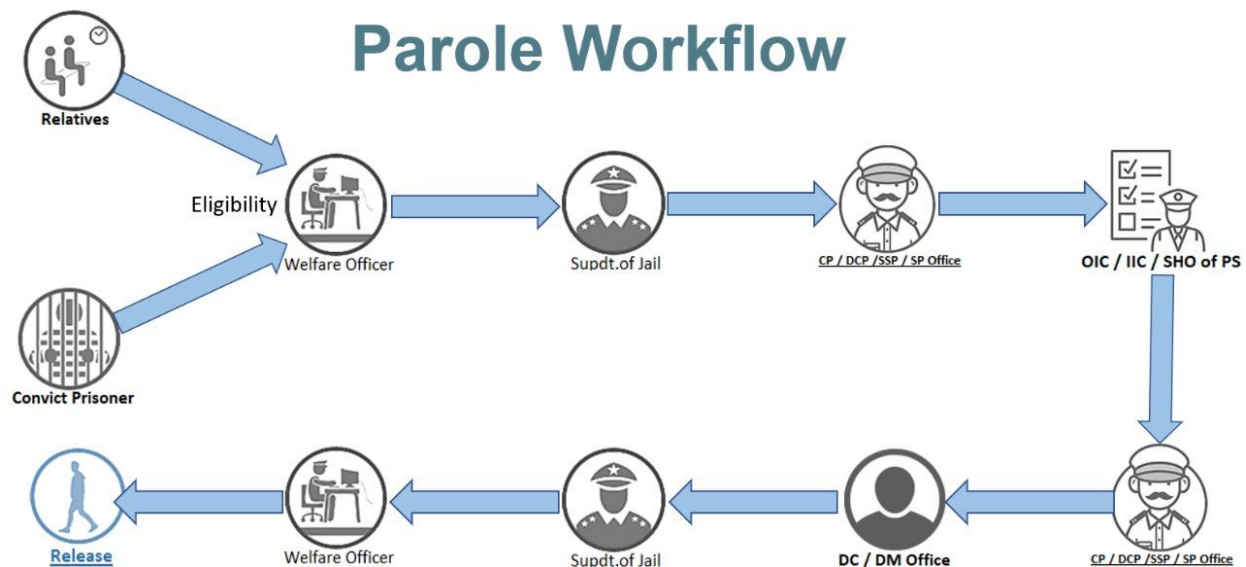
OTP - <OTP on the registered No>

Note: The Prisons need to update visitor details (Mobile No of the Visitors/ Relatives who can apply for the Parole

5. How it works?

These systems (Release Modules) are working as per the workflow as explained below:

5.1 Parole



a. Initiation of Parole

i. Who can initiate-

- Prison inmate can initiate through KIOSK or through written application.
- Relatives of prisoners through National Prison Information Portal (NIPP).

ii. Application initiated by the PWO & submitted to the Jailor-cum-Superintendent/ Superintendent/ Senior Superintendent/ Chief Matron of NBN, Sambalpur.

b. Submission of Parole/Furlough

Superintendent of Prisons/DCP will verify and forward the application of e-Parole/ e-Furlough to the Superintendent of Police/ DCP with a copy of the application to the DM/CP for verification and recommendation after field enquiry.

c. Verification of Records

SP/DCP will then forward the application to the concerned OIC/IIC for field enquiry and after receipt of the same forward it to the concerned DM/CP for further action.

d. Recommendation for Parole:

DM/CP will recommend the Parole application to the concerned authority if found suitable (in case of Parole it is State Government and in case of Furlough it is IG of Prisons). Provided that where the District Magistrate is satisfied that it is urgently necessary to release of prisoner on Parole for reasons as mentioned in the Rule 2 of the Orissa Release of Prisoners on Parole Rule, 1983 and the District Magistrate is further satisfied that any delay in release of the prisoner would cause serious hardship to him, the District Magistrate may, by order of release in Form III of Schedule "A", authorize release of a prisoner on Parole in anticipation of the approval of the State Government for a period of thirty days, subject to the conditions specified in Rule 2 and release order can be generated and sent to the Concerned authority.

e. Approval of Parole:

- In case of Parole, the Nodal Officer of State Government, taking into account the report of the SP, OIC/IIC and Jail Superintendent and recommendation of DM, shall take the approval of Government and intimate the same to the concerned DM/CP.
- In case of Furlough, the Nodal Officer of Prisons Directorate, taking into account the report of the SP, OIC/IIC and Jail Superintendent and recommendation of DM, shall take the approval of IG of Prisons and Sanction Order can be generated and sent to the concerned authority.

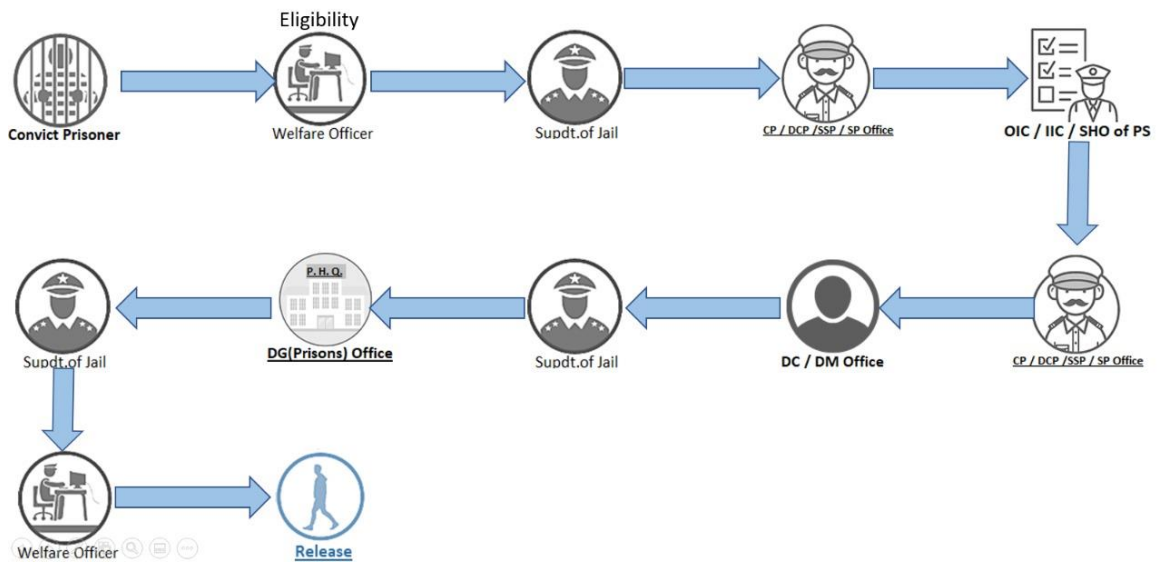
f. Management and Monitoring of Parole/Furlough

- State Prison Headquarters user can view all the applications pending and approved jail wise for monitoring and administration.

- All Stake holders can track down the status of pending Parole/Furlough application.

5.2 Furlough

Furlough Workflow



a. Initiation of Furlough

i. Who can initiate-

- Prison inmate can initiate through KIOSK or through written application.
- Relatives of prisoners through National Prison Information Portal (NIPP).

ii. Application initiated by the PWO & submitted to the Jailor-cum-Superintendent/ Superintendent/ Senior Superintendent/ Chief Matron of NBN, Sambalpur.

b. Submission of Furlough

Superintendent of Prisons/DCP will verify and forward the application of e-Parole/ e-Furlough to the Superintendent of Police/ DCP with a copy of the application to the DM/CP for verification and recommendation after field enquiry.

c. Verification

SP/DCP will then forward the application to the concerned OIC/IIC for field enquiry and after receipt of the same forward it to the concerned DM/CP for further action.

d. Recommendation for Furlough:

DM/CP will recommend the Parole/ Furlough application to the concerned authority if found suitable (in case of Parole it is State Government and in case of Furlough it is IG of Prisons). Provided that where the District Magistrate is satisfied that it is urgently necessary to release of prisoner on Parole for reasons as mentioned in the Rule 2 of the Orissa Release of Prisoners on Parole Rule, 1983 and the District Magistrate is further satisfied that any delay in release of the prisoner would cause serious hardship to him, the District Magistrate may, by order of release in Form III of Schedule "A", authorize release of a prisoner on Parole in anticipation of the approval of the State Government for a period of thirty days, subject to the conditions specified in Rule 2 and release order can be generated and sent to the Concerned authority.

e. Approval of Furlough:

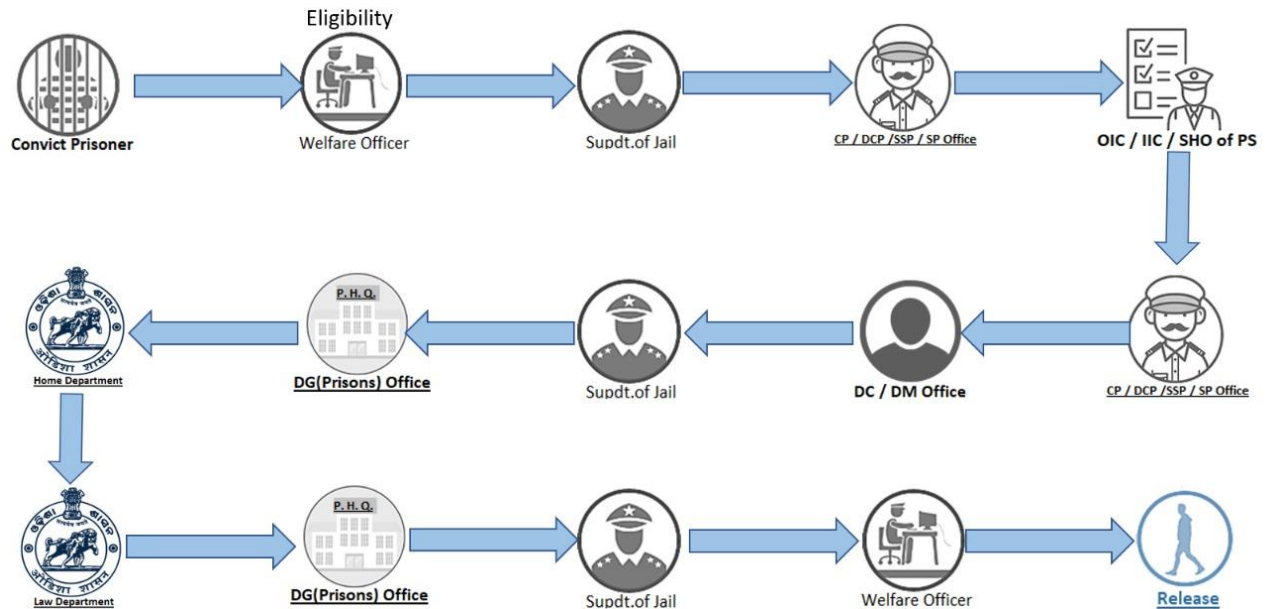
- In case of Parole, the Nodal Officer of State Government, taking into account the report of the SP, OIC/IIC and Jail Superintendent and recommendation of DM, shall take the approval of Government and intimate the same to the concerned DM/CP.
- In case of Furlough, the Nodal Officer of Prisons Directorate, taking into account the report of the SP, OIC/IIC and Jail Superintendent and recommendation of DM, shall take the approval of IG of Prisons and Sanction Order can be generated and sent to the concerned authority.

f. Management and Monitoring of Parole/Furlough

- State Prison Headquarters user can view all the applications pending and approved jail wise for monitoring and administration.
- All Stake holders can track down the status of pending Parole/Furlough application.

5.3 Premature Release

Premature Workflow



a. Initiation of Premature Release

- i. Who can initiate-
 - Prison inmate can initiate through KIOSK or through written application.
 - Relatives of prisoners through National Prison Information Portal (NIPP).
- ii. Application initiated by the PWO & submitted to the Jailor-cum-Superintendent/ Superintendent/ Senior Superintendent/ Chief Matron of NBN, Sambalpur.

b. Submission of Premature Release

Superintendent of Prisons/DCP will verify and forward the application of e-Parole/ e-Furlough to the Superintendent of Police/ DCP with a copy of the application to the DM/CP for verification and recommendation after field enquiry.

c. Verification

SP/DCP will then forward the application to the concerned OIC/IIC for field enquiry

and after receipt of the same forward it to the concerned DM/CP for further action.

d. Recommendation for Premature Release

DM/CP will recommend the Premature release application to the concerned authority if found suitable (in case of Parole it is State Government and in case of Furlough it is IG of Prisons). Provided that where the District Magistrate is satisfied that it is urgently necessary to release of prisoner on Parole for reasons as mentioned in the Rule 2 of the Orissa Release of Prisoners on Parole Rule, 1983 and the District Magistrate is further satisfied that any delay in release of the prisoner would cause serious hardship to him, the District Magistrate may, by order of release in Form III of Schedule "A", authorize release of a prisoner on Parole in anticipation of the approval of the State Government for a period of thirty days, subject to the conditions specified in Rule 2 and release order can be generated and sent to the Concerned authority.

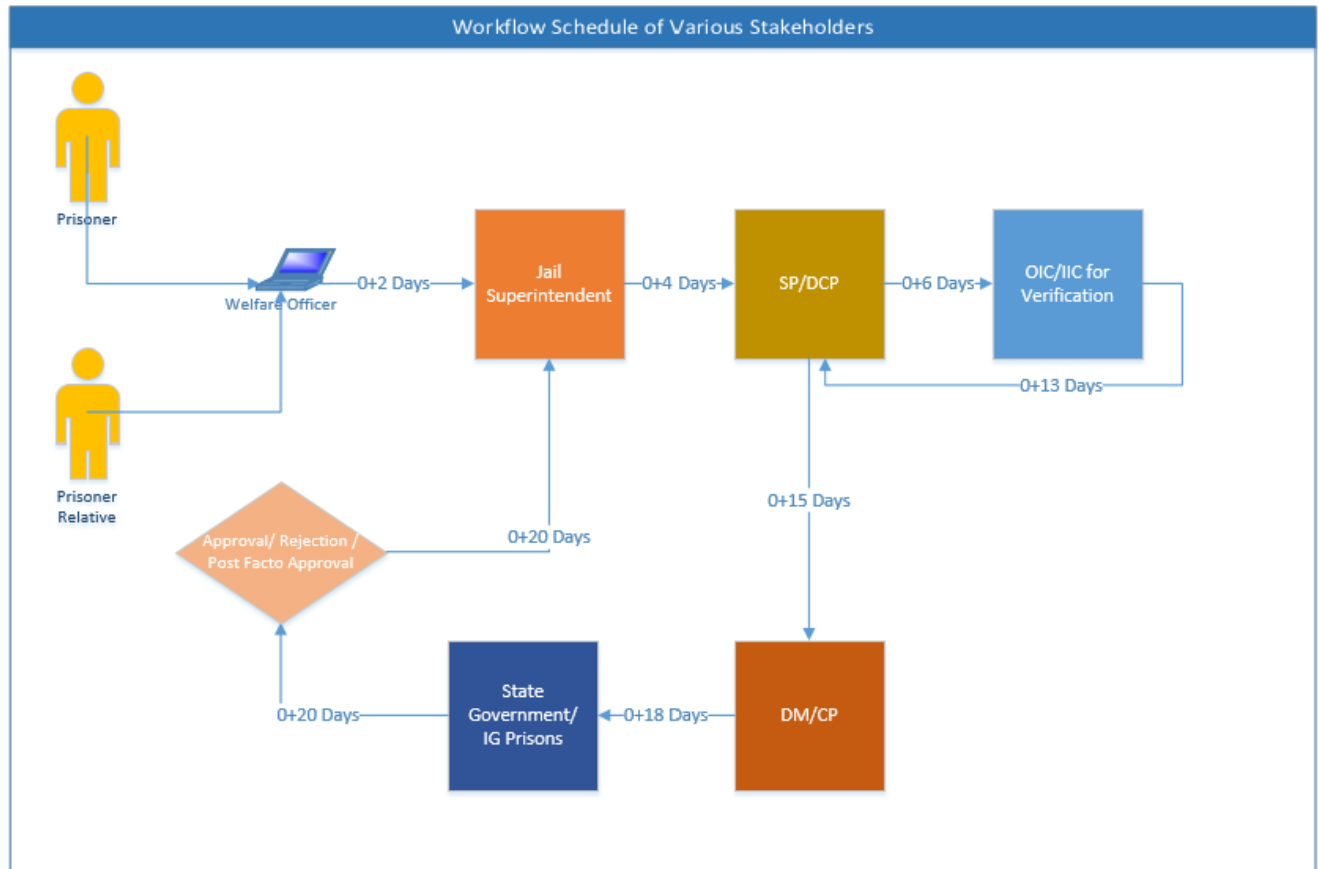
e. Approval of Premature Release

- In case of Parole, the Nodal Officer of State Government, taking into account the report of the SP, OIC/IIC and Jail Superintendent and recommendation of DM, shall take the approval of Government and intimate the same to the concerned DM/CP.
- In case of Furlough, the Nodal Officer of Prisons Directorate, taking into account the report of the SP, OIC/IIC and Jail Superintendent and recommendation of DM, shall take the approval of IG of Prisons and Sanction Order can be generated and sent to the concerned authority.

f. Management and Monitoring of Premature Release

- State Prison Headquarters user can view all the applications pending and approved jail wise for monitoring and administration.
- All Stake holders can track down the status of pending Parole/Furlough application.

5.4 Workflow Timeline



6. Steps wise actions to be taken

6.1 SSP: Senior Superintendent of Police

Visit URL: <https://eprisons.nic.in/Leave/Secure/Login.aspx>

6.1.1 Steps to be followed for Parole

- a. Step 1: Log-In using 'User ID and Password and Click on 'LogIn'. User ID and pwd as provided to the SSP office by the SCRB. OTP will be received on the registered Mobile No.
- b. Step 2: Select Leave Type Parole
 - Step 2.1: Click on 'Total Application'
 - Step 2.2: Pending Application
 - Step 2.3: Processed by you
 - Step 2.4: All Applications Processed by you
- c. Step 3: Click on 'Pending'
- d. Step 4: Click on 'Select' on the request to be processed.
- e. Step 5: Click on 'Forward Application'

- f. Step 6: Select Movement Type 'Forward'
 - Moved to IIC/OIC
 - Select State
 - Select Authority
 - Feedback
- g. Step 7: Application Submitted Successfully to OIC/IIC

6.1.2 Steps to be followed for Furlough

- a. Step 1: Log-In using 'User ID and Password and Click on 'Login'
- b. Step 2: Select Leave Type: Furlough
 - Step 2.1: Click on 'Total Application'
 - Step 2.2: Pending Application
 - Step 2.3: Processed by you
 - Step 2.4: All Applications Processed by you
- c. Step 3: Click on 'Currently Pending'
- d. Step 4: Click on 'Select'
- e. Step 5: Click on 'Forward Application'
- f. Step 6: Select Movement Type 'Forward'
 - Moved to IIC/OIC
 - Select State
 - Select Authority
 - Feedback
- g. Step 7: Application Submitted Successfully to OIC/IIC

6.1.3 Select Leave Type: Premature

- a. Step 1: Log-In using 'User ID and Password and Click on 'Login'
- b. Step 2: Select Leave Type: Premature
 - Step 2.1: Click on 'Total Application'
 - Step 2.2: Pending Application
 - Step 2.3: Processed by you
 - Step 2.4: All Applications Processed by you
- c. Step 3: Click on 'Currently Pending'
- d. Step 4: Click on 'Select'

- e. Step 5: Click on 'Forward Application'
- f. Step 6: Select Movement Type 'Forward'
 - Moved to IIC/OIC
 - Select State
 - Select Authority
 - Feedback
- g. Step 7: Application Submitted Successfully to OIC/IIC

6.2 Inspector In-Charge (IIC)/ Officer In-Charge (OIC)

Visit URL: <https://eprisons.nic.in/Leave/Secure/Login.aspx>

6.2.1 Steps to be followed for Parole

- a. Step 1: Log-In using 'User ID and Password and Click on 'LogIn'
- b. Step 2: Select Leave Type: Parole
 - Step 2.1: Click on 'Currently Total Application'
 - Step 2.2: Pending Application
 - Step 2.3: Processed by you
 - Step 2.4: All Applications Processed by you
- c. Step 3: Click on 'Pending'
- d. Step 4: Click on 'Select' Against Kulwinder Singh'
- e. Step 5: Click on 'Forward Application'
 - Moved to SP/SSP/DCP
 - Select State
 - Select Authority
 - Feedback
- f. Step 6: Click on 'Submit'

6.2.2 Steps to be followed for Furlough

- a. Step 1: Log-In using 'User ID and Password and Click on 'LogIn'
- b. Step 2: Select Leave Type: Furlough
 - Step 2.1: Click on 'Total Application'
 - Step 2.2: Pending Application
 - Step 2.3: Processed by you
 - Step 2.4: All Applications Processed by you
- c. Step 3: Click on 'Currently Pending'

- d. Step 4: Click on 'Select' Against Kulwinder Singh'
- e. Step 5: Click on 'Forward Application'
 - Moved to SP/SSP/DCP
 - Select State
 - Select Authority
 - Feedback
- f. Step 6: Click on 'Submit'

6.2.3 Steps to be followed for Premature Release

- a. Step 1: Log-In using 'User ID and Password and Click on 'Login'
- b. Step 2: Select Leave Type: Premature
 - Step 2.1: Click on 'Currently Total Application'
 - Step 2.2: Pending Application
 - Step 2.3: Processed by you
 - Step 2.4: All Applications Processed by you
- c. Step 3: Click on 'Pending'
- d. Step 4: Click on 'Select' Against Kulwinder Singh'
- e. Step 5: Click on 'Forward Application'
 - Moved to SP/SSP/DCP
 - Select State
 - Select Authority
 - Feedback
- f. Step 6: Click on 'Submit'

6.3 District Magistrate/ District Collector

Visit URL: <https://eprisons.nic.in/Leave/Secure/Login.aspx>

6.3.1 Steps to be followed for Parole

- a. Step 1: Log-In using 'User ID and Password and Click on 'Login'
- b. Step 2: Select Leave Type: Parole
 - Step 2.1: 'Total Application'
 - Step 2.2: Pending Application
 - Step 2.3: Processed by you
 - Step 2.4: All Applications Processed by you
- c. Step 3: Click on 'Pending'
- d. Step 4: Click on 'Select' Against Kulwinder Singh(Prisoner)

- e. Step 4.1: Download Surety Form
- f. Step 5: Click on 'Forward Application'
 - Moved to Jail Superintendent
 - Select State
 - Select Authority
 - Feedback
- g. Step 6: Click on 'Submit'

6.3.2 Steps to be followed Furlough

- a. Step 1: Log-In using 'User ID and Password and Click on 'Login'
- b. Step 2: Select Leave Type: Furlough
 - Step 2.1: Click on 'Total Application'
 - Step 2.2: Pending Application
 - Step 2.3: Processed by you
 - Step 2.4: All Applications Processed by you
- c. Step 3: Click on 'Pending'
- d. Step 4: Click on 'Select' Against Kulwinder Singh (Prisoner)
- e. Step 4.1: Download Surety Form
- f. Step 5: Click on 'Forward Application'
 - Moved to Jail Superintendent
 - Select State
 - Select Authority
 - Feedback
- g. Step 6: Click on 'Submit'

6.3.3 Steps to be followed for Premature Release

- a. Step 1: Log-In using 'User ID and Password and Click on 'Login'
- b. Step 2: Select Leave Type: Premature
 - Step 2.1: 'Total Application'
 - Step 2.2: Pending Application
 - Step 2.3: Processed by you
 - Step 2.4: All Applications Processed by you
- c. Step 3: Click on 'Pending'
- d. Step 4: Click on 'Select' Against Kulwinder Singh
- e. Step 4.1: Download Surety Form

f. Step 5: Click on 'Forward Application'

- Moved to Jail Superintendent
- Select State
- Select Authority
- Feedback

g. Step 6: Click on 'Submit'
