

**INFORMATION TO THE PUBLIC IN RESPECT OF RAJASTHAN JAILS
DEPARTMENT UNDER THE RIGHT TO INFORMATION ACT, 2005**

CHAPTER – 9

Procedures followed in decision making process

The procedures enumerated for dealing files in Rajasthan Government Office Manual is strictly followed in the offices of the Prison Department.

1. Works have been distributed among the staff and subject-wise files and records are maintained by the UDCs/LDCs.
2. The concerned UDCs/LDCs put up note in the relevant file on any specific issue to his next superior stating therein the relevant facts and particulars.
3. The concerned Office Superintendent examines the issue and records his suggestion on the course of action to be followed.
4. The proposal is then scrutinized by the dealing officer in-charge and put up to the Deputy Inspector General of Prisons (Headquarters) with his remarks/suggestions.
5. The Deputy Inspector General of Prisons (Headquarters) suggests the proposal and put up the same to the Inspector/ Director General of Prisons with his remarks.
6. Final decision is taken by the Director General of Prisons.
7. In taking any decision, the rules enumerated in Rajasthan Government Office Manual, General Accounts & Financial Rules, Rajasthan Service Rules. etc is observed. Every subordinate official is accountable to his superior official for the correctness of the facts and particulars stated in the note for arriving at a decision. In respect of Central Prison, the same procedure is followed and decision is taken by the Superintendent of Prisons within their powers.