

Government of Jammu and Kashmir
Home Department
Civil Secretariat

Notification
Jammu, the 29th March, 2020

S.O No.114.- In exercise of the powers conferred by sub-section (5) of section 432 of Code of Criminal Procedure, 1973 (Central Act 2 of 1974) and of all other powers enabling in this behalf, the Government hereby makes the following rules:

1. **Short title** - (1) These rules may be called the Jammu and Kashmir Suspension of Sentence Rules, 2020 and will come into force with immediate effect.
2. **Definition**- Unless the context otherwise requires, in these rules –
 - a) 'Competent Authority' refers to Head of Prisons Department.
 - b) 'Form' means a form appended to these rules;
 - c) 'Furlough' refers to leave of absence for good conduct that will count towards sentence.
 - d) 'Government' means the Government of Jammu & Kashmir.
 - e) 'Leave' means an emergency or ordinary leave in the form of Parole or Furlough. -
 - f) 'Parole' means temporary release of a convicted prisoner for short period to fulfil family/social obligation and responsibility.
 - g) 'Sentence' means a sentence as finally fixed on appeal or revision or otherwise and includes an aggregate or more sentences than one. Sentence in default of payment of fine shall not be taken into consideration while fixing eligibility for leave.
3. **Leave is not a Right**- Leave cannot be claimed as a matter of right. It is only a concession.

The Competent Authority shall reserve the right to debar or withdraw any prisoner(s) from the concession of this leave.

4. **Definition of Family**- Definition of family of a prisoner for this chapter means grandparents, parents, brothers, sisters, spouse, children and grandchildren.

Parole

5. **Types of Parole**- There shall be two kinds of parole to which a convict would be eligible-

- A. Custody Parole or Emergency Parole
- B. Regular Parole

6. **Custody Parole**- Custody parole may be granted to a convict by an order in writing issued by the Jail Superintendent, under intimation to the Head of Prisons

ment (HoPD), and to an undertrial prisoner by the trial court concerned for a not more than 48 hours excluding the journey time in the following eventualities:

- i. Death of a family member.
- ii. Marriage of a family member.
- iii. Serious illness of a family member or
- iv. Any other emergency with the approval of the range DIG Prisons.

The prisoners who have been convicted but their appeal are pending before the higher courts may also avail custody parole from the prison authority.

7. The Jail Superintendent will verify the existence of the circumstances mentioned above from the concerned Police Station or any other authority immediately on the receipt of application to that effect.

The custody parole may be granted to visit any place within India subject to reasonable logistic and security constraints.

The prisoner would be escorted to the place of visit until his return there from ensuring the safe custody of the prisoner by the escorting party (Police). Such prisoner would be deemed to be in prison for the period and would be treated as period spent in prison.

8. **Regular Parole-** The cases of eligible prisoners shall be considered for regular parole by the Competent Authority, subject to any direction(s) issued by the Government in this behalf. Further, parole granted under these rules shall be intimated to the Home Department.

9. **Grounds for parole -** Subject to fulfilment of the condition/restriction stipulated, the Competent Authority shall consider application for parole on the following grounds:

- i. Serious illness of a family member.
- ii. Critical conditions in the family on account of accident or death of a family member.
- iii. Marriage of any member of the family of the convict.
- iv. Delivery of a child by the legally wedded wife of the convict.
- v. Serious damage to life or property of the family of the convict including damage caused by natural calamities.
- vi. Sowing and harvesting of crops.
- vii. To maintain family and social ties.
- viii. To pursue the filing of a Special Leave Petition before the Supreme Court of India against a judgment delivered by the High Court convicting or upholding the conviction, as the case may be.

10. **Eligibility for parole-** Eligibility for parole shall be regulated as per following criteria:-

- I. A convict must have served atleast the period of one year in prison excluding undertrial period and any period covered by remission.

(71)

— exceptional cases, where the prisoner has spent more than 3 years as undertrial period or half of the sentence of the punishment awarded as undertrial then his parole application may be considered, if he has spent atleast 6 months in prison as convict.

II. The conduct of the prisoner who has been awarded major punishment for any prison offence should have been uniformly good for last two years from the date of application and the conduct of prisoner who has been awarded minor punishment or no punishment for any prison offence in prison should have been uniformly good for last one year from the date of application.

III. During the period of release on parole or furlough, if granted earlier, the convict should not have committed any crime.

IV. The convict should not have violated any terms and conditions of the parole or furlough granted previously.

V. A minimum of six months ought to have elapsed from the date of surrender on the conclusion of the previous parole availed. In emergency, parole may be considered even if minimum period of six months has not elapsed from the date of termination of previous parole. The emergency may include delivery of a child by the wife of the convict, death of a family member, marriage of children, terminal illness of family members and natural calamities.

Note:- Emergency of regular parole may also arise and can be considered on account of delivery by the wife of the convict, terminal illness of a family member, death of a family member, marriage of children and any type of natural calamity, the parole may be processed at shorter duration, while considering the subsequent parole.

11. **Restrictions on release of a prisoner on regular parole** - The following categories of prisoners shall not be eligible for release on parole:

- i) Prisoners convicted under sedition, terrorist activities and NDPS Act;
- ii) Prisoners whose immediate presence in the society may be considered dangerous or otherwise prejudicial to public peace and order by the District Magistrate of his home District or there exists any other reasonable ground such as a pending investigation in a case involving serious crime;
- iii) Prisoners who are considered dangerous or have been involved in serious prison violence like assault, outbreak of riot, mutiny or escape, or rearrested who absconded while released on parole or furlough or who have been found to be instigating serious violation of prison discipline as per the reports in his/her annual good conduct report;
- iv) Convicted foreigners subject to prior approval of Ministry of Home Affairs & Ministry of External Affairs and having valid permission to stay in India;
- v) Prisoners suffering from mental illness, if not certified by the Medical

- vi) If the prisoner is convicted of murder after rape;
- vii) If the prisoner is convicted under POCSO;
- viii) If prisoner is convicted for multiple murders whether in single case or several cases;
- ix) If prisoner is convicted for dacoity with murder;
- x) If prisoner is convicted for murder after kidnapping for ransom;

12. **Duration and frequency of regular parole** - Prisoner eligible for the grant of regular parole should not get it for a period of more than 30 days at a time and not more than two times in a calendar year. However in exceptional circumstances such parole can be extended up to a maximum period of 45 days by the Competent Authority but in no case such parole should be extended further.

Note 1 There should be atleast one month gap between parole and last furlough availed and vice-versa.

Note 2 If an application of a convict for parole extension is pending before the Competent Authority during his original parole and his case is not decided before the expiry of the sanctioned parole period, the extension shall be deemed to have been granted.

13. **Procedure for Parole** - The following procedure would be followed while processing the application for parole:-

i. An application for grant of parole may be submitted by the prisoner or his family members to the Jail Superintendent.

ii. The application must contain the following details:

1. Name of the applicant;

2. Name of the father of the applicant;

3. Address of the applicant;

4. In case the application is being moved by a family member, the details of relationship with the convict;

5. Whether any other application of the convict is pending for parole or furlough.

6. Reasons for seeking parole;

7. Last confirmed address of the convict; and

8. Proposed address where the convict wishes to stay during parole.

iii. The Jail Superintendent will maintain a Parole Register. Upon receipt of the application, the Jail Superintendent would make an entry in the Register immediately. The Jail Superintendent would verify the grounds stated in the application upon an oral interview with the prisoner and shall make specific recommendations with regard to the grounds taken by the convict in the nominal role.

The Jail Superintendent will then forward a copy of the application, **only by way of an e-mail**, to the Police Station concerned where the FIR was registered, the Police Station concerned of the last known address & where he wishes to stay and the investigating agency of the case, if any, for their report.

- v. The report from the Police Station(s) concerned & investigating agency should be based upon a fair enquiry.
- vi. The report by Police Station (if within the jurisdiction of UT of J&K) shall be furnished in the format (Form-I) prescribed in the schedule, and **only by way of an e-mail**, within two weeks from the date of receipt of the copy of the said application at the Police Station. The investigating agency, if any, shall also follow the same timelines.
- vii. If the report is not received within two weeks from the concerned Police Station, the Jail Superintendent will send a communication in writing, and only by way of an e-mail, to the District Magistrate as well as the Superintendent of Police of the concerned District with a copy to the concerned Police Station requiring the submission of a report, only by e-mail, within two weeks from the date of receipt of the said communication.
- viii. In case verification report is required from police of any other State, the same shall be sought from the concerned District Magistrate as well as Superintendent of Police of the District concerned, with advance intimation to the concerned Police Station too. The said report shall be furnished by the concerned authority in accordance with the form-I prescribed in the Schedule within three weeks of the receipt of the copy of the application for parole.
- ix. In case a report from the concerned Police Station of the outside State, through the DM/SP of the concerned District, is not received within three weeks, the Jail Superintendent shall forward a communication in writing to the Director General of Police of the State concerned for submission of the report within two weeks from the date of receipt of the said communication.
- x. If no report is received by the Jail Superintendent within the aforementioned prescribed periods, it shall be presumed that the concerned police authorities have no objection to parole being granted. Within Jammu & Kashmir, the timelines shall be with reference to the e-mail communications.
- xi. The application would then have to be immediately forwarded to the Competent Authority, no later than three days, with a forwarding note detailing the contents and status of receipt of report from the concerned police authorities.

14. The Jail Superintendent will forward the parole case to the Competent

- Application of the convict;
- Police report, if any, and in case no police report has been received within the prescribed period, copies of communications with police authorities;
- III Specific recommendation of the Jail Superintendent;
- IV Nominal roll of the convict as provided in the Prison Manual;
- V Medical report(s) of the convict where parole is sought on medical grounds;
- VI Any other relevant documents.

Note: - Provided that the Jail Superintendent, before forwarding the application for parole, should ensure that if the prisoner is eligible for furlough, then his release on furlough be considered before forwarding his application for parole and certificate in this regard be annexed with the application.

15. The Competent Authority shall maintain the record including the receipt of the application and its details. It shall decide the matter within one week and will communicate the decision to the Jail Superintendent who in turn will communicate the same to the convict.

16. The Competent Authority sanctioning parole may make an order in writing for the release of a prisoner, subject to the following conditions:

- i) That the prisoner shall furnish cash security for the amount fixed by the Competent Authority as per the financial status of the family of the convict and execute a personal recognizance bond, or execute a bond with one or more sureties according to the directions of the Competent Authority (Refer Form-II of the schedule);
- ii) That the prisoner shall reside at the place designated by the Competent Authority and will not go beyond the specified limits;
- iii) That the prisoner will keep good behaviour and will not commit any offence during the period of release;
- iv) That the prisoner will report to the Probation Officer, if any, of the area of his stay during the period of release;
- v) That the prisoner will neither associate with bad characters nor lead a dissolute life;
- vi) That the prisoner will be liable to be recalled immediately to prison in case he violates any of the conditions;
- vii) That the prisoner will surrender himself to the Jail Superintendent on expiry of the release period as granted or on recall.

17. In case, the convict is not able to furnish the surety, if any, within two weeks from the copy of the order served, the Jail Superintendent, if applied by convict, may recommend for relaxation in the condition of parole to the Competent Authority in case the convict is being released for the first time on parole. In case it is a subsequent parole application, then the Jail Superintendent shall release the convict on personal

and on any other reasonable conditions including cash security from wages
ed by the convict, if the convict has not violated any condition of parole or
ough granted earlier.

Furlough

Duration for Furlough- A prisoner may be granted 21 days of furlough twice in
conviction year. If the prisoner commits an offence during the period he is
released on furlough, then the period will not be counted as sentence undergone.

19. Eligibility for Furlough- In order to be eligible for furlough, a prisoner must
fulfil following criteria:

- i. A prisoner who is sentenced to 5 years or more of rigorous imprisonment and
must have undergone 2 years imprisonment after conviction with unblemished
record;
- ii. Good conduct in the prison and continues to maintain good conduct;
- iii. The prisoner should not be a habitual offender;
- iv. The prisoner should be a citizen of India.

20. Restriction on release of a prisoner on furlough- The following categories
of prisoners shall not be eligible for release on furlough:

- i) Prisoners convicted under sedition, terrorist activities and NDPS Act;
- ii) Prisoners whose immediate presence in then society may be considered
dangerous or otherwise prejudicial to public peace and order by the District
Magistrate of his home District or there exists any other reasonable ground
such as a pending investigation in a case involving serious crime;
- iii) Prisoners who are considered dangerous or have been involved in serious
prison violence like assault, outbreak of riot, mutiny or escape, or rearrested
who absconded while released on parole or furlough or who have been found
to be instigating serious violation of prison discipline as per the reports in
his/her annual good conduct report;
- iv) Convicted foreigners subject to prior approval of Ministry of Home Affairs
& Ministry of External Affairs and having valid permission to stay in India;
- v) Prisoners suffering from mental illness, if not certified by the Medical
Officer to have recovered;
- vi) If the prisoner is convicted of murder after rape;
- vii) If the prisoner is convicted under POCSO;
- viii) If prisoner is convicted for multiple murders whether in single case or
several cases;
- ix) If prisoner is convicted for Dacoity with murder;
- x) If prisoner is convicted for Murder after kidnapping for ransom;

However, a prisoner convicted of (vi) to (x) above, may be considered for
furlough by the Competent Authority if the Deputy Inspector General (Range)

of Prisons makes a specific recommendation. In such circumstance, the report/recommendations of the Social Welfare/Probation Officer, if available, shall be considered while deciding such furlough application. Further, the spell of furlough for such category would be:

- (a) Only one spell of 3 weeks in first two years of eligibility; and
- (b) Two spells of furlough in the subsequent years after the two furloughs.

21. **Procedure for disposal of Applications for furlough-** The following procedure would be followed while processing the application for furlough and thereafter:-

- a. An application for grant of furlough may be submitted by the prisoner or family members to the Jail Superintendent.
- b. The application must contain the following details:
 - 1. Name of the applicant;
 - 2. Name of the father of the applicant;
 - 3. Address of the applicant;
 - 4. In case the application is being moved by a family member, the details of relationship with the convict;
 - 5. Whether any other application of the convict is pending for parole or furlough;
 - 6. Reasons for seeking furlough;
 - 7. Last confirmed address of the convict; and
 - 8. Proposed address where the convict wishes to stay during furlough.
- c. The Jail Superintendent will maintain a furlough Register. Upon receipt of the application, the Jail Superintendent would make an entry in the Register immediately. The Jail Superintendent would verify the grounds stated in the application upon an oral interview with the prisoner and shall make specific recommendations with regard to the grounds taken by the convict in the nominal roll.
- d. The Jail Superintendent will then forward a copy of the application, **only by way of an e-mail**, to the Police Station concerned where the FIR was registered, the Police Station concerned of the last known address & where he wishes to stay and the investigating agency of the case, if any, for their report.
- e. The report from the Police Station(s) concerned & investigating agency should be based upon a fair enquiry.
- f. The report by Police Station (if within the jurisdiction of UT of J&K) shall be furnished in the format (Form-1) prescribed in the schedule, **and only by way of an e-mail**, within two weeks from the date of receipt of the copy

of the said application at the police station. The investigating agency, if any, shall also follow the same timelines.

- g. If the report is not received within two weeks from the concerned Police Station, the Jail Superintendent will send a communication in writing, and **only by way of an e-mail**, to the District Magistrate as well as the Superintendent of Police of the concerned District with a copy to the concerned Police Station requiring the submission of a report, only by e-mail, within two weeks from the date of receipt of the said communication.
- h. In case verification report is required from police of any other State, the same shall be sought from the concerned District Magistrate as well as Superintendent of Police of the District concerned, with advance intimation to the concerned Police Station too. The said report shall be furnished by the concerned authority in accordance with the form-I prescribed in the Schedule within three weeks of the receipt of the copy of the application for furlough.
- i. In case a report from the concerned Police Station of the outside State, through the DM/SP of the concerned District, is not received within three weeks, the Jail Superintendent shall forward a communication in writing to the Director General of Police of the State concerned for submission of the report within two weeks from the date of receipt of the said communication.
- j. If no report is received by the Jail Superintendent within the aforementioned prescribed periods, it shall be presumed that the concerned police authorities have no objection to furlough being granted. Within Jammu & Kashmir, the timelines shall be with reference to the e-mail communications.
- k. The application would then have to be immediately forwarded to the Competent Authority, no later than three days, with a forwarding note detailing the contents and status of receipt of report from the concerned police authorities.

22. The Jail Superintendent will forward the furlough case to the competent authority with the following details:

- i. Application of the convict;
- ii. Police report, if any, and in case no police report has been received within the prescribed period, copies of communications with police authorities;
- iii. Specific recommendation of the Jail Superintendent.
- iv. Nominal rolls of the convict as provided in the Prison Manual;
- v. Any other relevant documents.

23. The Competent Authority shall maintain the record including the receipt of the application and its details. It shall decide the matter within one week and will communicate the decision to the Jail Superintendent who in turn will communicate the same to the convict. The competent authority shall send a monthly report of the decisions taken by it to the Home Department.

The Competent Authority authorized to sanction furlough may make an order for release of a prisoner subject to the same conditions as are for ordering parole and furlough under rule 16 above. Further, the Jail Superintendent shall follow the procedure mentioned in Rule 17 in respect of furlough cases wherever applicable.

Miscellaneous

25. The Competent Authority shall decide the period of release on the merits of each case, for reasons to be specified in the order granting parole/furlough. It is clarified that the non receipt of police verification report in the time specified under the above rules shall not be ground for rejection of parole/furlough application.
26. While disposing of an application for parole/furlough, the Competent Authority will assess the behavior and trustworthiness of the convict on the one hand as well as any adverse repercussions, which may exist if parole/furlough is granted. The authority will act fairly and record reasons if the application is rejected.
27. The Competent Authority will maintain a computerized database to deal with parole & furlough cases. The Competent Authority shall submit a monthly report to the Government giving relevant details including sanctioned parole/furlough cases, rejected cases with reasons recorded thereof, cases of violation of leave conditions, etc.
28. On receipt of an order from the Competent Authority, the prisoner should be released on Parole or Furlough after he has executed the necessary bond and has signed the conditions of release to the satisfaction of the Jail Superintendent. At the time of release the prisoner should be supplied with an identity card and certificate of release on parole or Furlough.
29. At the time of sanction of parole or furlough, the authorities to be informed shall include District Magistrate and Superintendent of Police of the Home District of the prisoner and also the DM & SSP of the concerned district where the prisoner proposes to spend release period other than the Home District.
30. In the event a prisoner being released on parole/furlough belongs to any other State, then the local Police Station of that State shall be requested to keep a watch on the prisoner so released.
31. A register shall be maintained in the prison in the prescribed 'form-III' in which all the details relating to release of prisoners on parole and furlough shall be maintained. This record shall also be maintained electronically. The prisoners shall be kept informed of his eligibility and right to release on parole and furlough on regular basis by updating the record in the history ticket of the prisoner.
32. The prisoner will himself meet all the expenses, including those on journey to and from the place of his stay, after his release on parole/furlough from prison unless the Jail Superintendent is satisfied that the prisoner or his family cannot bear the travel expenses.
33. If a prisoner does not surrender himself within one week from the date on which he should have so surrendered, he may be arrested by the Police without a warrant on the complaint of the Jail Superintendent and shall be remanded to undergo un-expired portion of his sentence. The punishments may be awarded to the prisoner for

staying or jumping the parole or furlough as the overstaying/jumping on Parole or furlough would amount to misconduct on the part of the prisoner and deemed prison offence for violation of the terms and conditions of these Rules and may be punished for such offences as provided in the chapter of prison discipline in the Prison Manual and a prisoner shall be deemed to have committed an offence under section 224 IPC and may be prosecuted accordingly with Government sanction. In every case of overstaying of furlough, the period spent in violation of the conditions shall not be counted towards part of sentence served; the Jail Superintendent shall bring every such fact to the notice of HoPD and Home Department for their appraisal.

By order of the Government of Jammu and Kashmir.

Sd/-

(Shaleen Kabra)IAS

Principal Secretary to the Government

Dated.29.03.2020

No. Home/Jail/115/2018

Copy to the:-

1. Director General of Police (Prisons), J&K.
2. Director General of Police, J&K.
3. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
4. Director General of Prosecution, J&K.
5. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
6. Registrar General, Hon'ble High Court, J&K.
7. Divisional Commissioner, Jammu/Kashmir.
8. Secretary to the Government Department of Law, Justice & Parliamentary Affairs (w.7.s.c).
9. All District Magistrates.
10. All District Superintendents of Police.
11. Director Information & PR, J&K.
12. Director, Archives, Archaeology and Museums, J&K, Jammu.
13. General Manager, Government Press for publication in an extra-ordinary issue of the Government Gazette.
14. All Jail Superintendents.
15. PSs to all the Advisors to the Hon'ble Lieutenant Governor.
16. Private Secretary to the Chief Secretary, J&K.
17. Private Secretary to Principal Secretary to Government (Home).
18. Incharge Website, Home Department.
19. Government order file/stock file.

(Shakeel Ur Rehman)KAS

Special Secretary to the Government

Schedule

annexed to the

Jammu and Kashmir Suspension of Sentence Rules, 2020

FORM-I

REPORT FROM THE FIELD

Ref. No

Name of Convict:-

Prison:-

1. If the prisoner under reference is released on leave, -
 - (a) What will be the reaction in the locality?
 - (b) What will be the feelings of the victim's relatives?
 - (c) Whether the life of the prisoner himself will be safe?
2. Whether the concerned local Sub-Inspector of Police has been consulted, in the case of the first release on leave and is so, what are his views?
3. A brief past history and conduct of the convict.
4. Whether his release on leave will be welcomed by the people in the locality?
5. Whether he has got any property of his own and permanent abode; if so, the particulars and their probable worth and address (This information may be gathered in consultation with Revenue Authority not below the rank of Naib Tehsildar)?
6. Whether there are any persons (relative or friends) who can stand surety for the prisoner, if so, their full address and status.
7. In case he was released on leave previously how did he conduct himself during the period?
8. Whether reasons given for his request for leave now are genuine?
9. Whether the release on leave is recommended?

10. Any other remarks

Place:

Signature of the Competent Authority
(DM/SP/Executive Magistrate/SDPO/SHO)

Office Seal

FORM-II
SURETY BOND

Form of Bond to be obtained from a Prisoner to be released on Leave.

I (Name).....son of
.....inhabitant of ()
(Place)..... have been ordered to be released by the Union territory of J&K
on leave on condition of my entering into a bond to observe the conditions
specified hereafter, I hereby bind myself as follows:-

(I) That I will accept and fulfil the conditions specified below till the date of
expiry of my leave period sanctioned in Order
No.....dated..... for the subsequent extended period, if
any.

- (1)
- (2)
- (3)

(II) In case of breach of any of the above conditions on my I hereby bind
myself and my properties mentioned below for the Union territory of J&K the
sum of Rs.....(Rupees.....only) and I also
further agree the Union territory of J&K may collect the said amount from me
either by proceedings against my undermentioned properties or any other properties
as if the said amount were an arrear of land revenue or by otherwise proceeding
against me legally and to render myself liable to be rearrested to undergo the
unexpired portion of sentence of imprisonment on the date.

Particulars of Properties
(Here enter the particulars of the properties)

Signed bydated this.....
day of20.....

Witnesses:

- (1)
- (2)

Signature

(E)

of Bond to be obtained from Sureties for Prisoner to be released on Leave

whereas we (Name).....(First surety).....

son of.....inhabitant

of (Place).....and (Name).....

(Second surety) son of.....inhabitant of

(Place).....jointly and

severely declare ourselves and each of us sureties for convict

No.....(Name).....son

of.....who is undergoing

imprisonment for.....in the (Name of

Prison).....and who is to be sent on leave as per order

No.....dated.....or for the

subsequent extended period, if any, we hereby bind ourselves as follows:

(i) That we shall see that the above prisoner fulfil all the conditions specified in the bond executed by him.

(ii) In case of breach of any of the conditions on the part of the above said prisoner, we hereby bind ourselves and our properties mentioned below to forfeit to the Union territory of J&K the sum of Rs.....(Rupees.....only) and we also agree that the Government may collect the said amount from either by proceedings against the under mentioned properties or our other properties, as if the said amount were an arrear of land revenue, or by otherwise proceedings against us legally.

Particulars of Properties

(Here enter the particulars of properties)

Dated this.....day of.....20.....

Signature of sureties

Witnesses:

1. _____

2. _____

Executed before me

Signature of Tehsildar

Designation

Official Seal

Leave Register

(Columns 7 to 15 to be initialled by the Jail Superintendent)

1. Serial No.
2. Name of the Prisoner
3. Case No. and Convicting Court
4. Date and period of sentence
5. Date of receipt of application from the prisoner or on his behalf.
6. Reasons for leave
7. Date of despatch of application to the competent authority
8. Type and Period of leave applied for
9. Period sanctioned
10. Order No. and date of sanction.
11. Date of release on leave (Whether police escort is provided or not should be recorded)
12. Due date of return
13. Date of return
14. Period of overstay, if any
15. Result of action taken for overstay, if any.
16. Details of sureties

(By order of the Head of Prisons Department)