

**GOVERNMENT OF N.C.T. OF DELHI**  
**OFFICE OF THE DIRECTOR GENERAL OF PRISONS**  
**PRISONS HEADQUARTER, CENTRAL JAIL, TIHAR**  
**JANAK PURI: NEW DELHI**

F.18(78)/Estt./CJ/PHQ/Misc-Circ./132-39

Dated:- 9/1/24

**CIRCULAR**

It has been observed that large no. of requests/representations for transfer/posting are being received in Prison Headquarter directly from the officers/officials, which do not have the recommendation of concerned Superintendents. This has resulted into lot of miscommunication & inconvenience for the jail/office of those officers/officials, as well as PHQ.

Hence, it is directed that request or representations should be forwarded to Prison Headquarter duly recommended by the concerned Superintendents. Further, it is directed that if any officer/official intends to make a representation/request against any transfer order, he can make the representation/request only after complying with the transfer order.

Request/representation directly received in the Prison Headquarter shall not be entertained.

This issues with the approval of D.G. (Prisons).

*R. Singh*

**(RAKESH SINGHAL)**  
**SUPERINTENDENT-II**  
**PRISON HEAD QUARTER**

F.18(78)/Estt./CJ/PHQ/Misc-Circ./132-39

Dated:- 9/1/24

1. Superintendent-I & II (PHQ) & Superintendent-MPHQ
2. All Superintendents (Tihar/Rohini/Mandoli)
3. RMO (Tihar/Mandoli)
4. All Branch In-Charges (PHQ/MPHQ)
5. SO to DG(P)/ PS to DG(P)/ PA to Addl. I.G./ PA to DIG(P)/ PA to DIG(M)
6. System Analyst, PHQ with the request to upload the circular on department website.
7. Guard File

*R. Singh*

**(RAKESH SINGHAL)**  
**SUPERINTENDENT-II**  
**PRISON HEAD QUARTER**

<b>I.T. Br. PHQ</b>
Diary No. 3457
Date 09/1/24

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*10/01/24*

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*11/1/24*  
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