

OFFICE OF THE DIRECTOR GENERAL (PRISONS)
PRISONS HEADQUARTERS, NEAR LAJWANTI GARDEN CHOWK
JANAKPURI, NEW DELHI

No.PS/DG (P)/2025/2474

Dated:- 15/10/2025

CIRCULAR

It has been observed that several officials/staff members approach Director General (Prisons) directly regarding their grievances without following the due process or prior scheduling. In order to streamline the process and ensure efficiency in grievance redressal, I am directed to inform that all officials/staff members working under your control should be briefed that Director General (Prisons) will hold his orderly Room on every Friday between at 1200 to 1300 hrs.

Officials/staff members who desire to meet Director General (Prisons) should appear in proper uniform on the designated day for their grievance redressal and adhere to maintain discipline and communication protocol.

They should also be informed to submit their written submission of their grievance as per the following scheduling:-

Written submission	Designated day
Monday - Wednesday	Friday
Thursday & Friday	Friday of Next Week

Urgent matters of public interest or service exigency may be considered for expedite scheduling, subject to justification.

- All SCJs
- All Branch In-charge PHQ/MPHQ
- CPROs In-charge

Copy for information to:-

1. PA to Addl.I.G (Prisons)
2. P.A to D.I.G (Prisons) / Mandoli, New Delhi.

S.O. to DG (P)

*upload on the website
internally
15-10-25
GLW*