

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./ 148 - 55

Dated:- 9/11/24

CIRCULAR

It has been observed that Officers/Officials are proceeding on leave without the prior permission or approved order of the Competent Authority. The Competent Authority has taken a serious view in the matter and directed that no officer/official will proceed on leave without the specific approval of the Competent Authority and the necessary order in this regard. Also, no one should leave station on weekends & Gazetted Holidays without taking prior permission.

Further, it is reiterated that the application for grant of any kind of earned leave should be given in prescribed format at least 15 days in advance.

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

[Handwritten Signature]
9/11/24

(DEVENDRA KUMAR UPADHYAY)
SUPERINTENDENT-I
PRISON HEAD QUARTER

F.18(78)/Estt./CJ/PHQ/Misc-Circ./ 148-55

Dated:- 9/11/24

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

[Handwritten Signature]
9/11/24

(DEVENDRA KUMAR UPADHYAY)
SUPERINTENDENT-I
PRISON HEAD QUARTER

I.T. Br. PHQ
Diary No. 3456
Date 09/11/24

[Handwritten Signature]
10/01/24

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11/11/24
D.G.A. / ACC (IT)
Chaitan