

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DIRECTOR GENERAL OF PRISONS
ESTABLISHMENT BRANCH-I, PRISONS HEADQUARTER,
JANAK PURI: NEW DELHI-110064

F.18(72)/Estt/CJ/2023/CD-3755043/5465-81

Dated: 05/08/2025

ORDER


In Pursuance of Department of Information Technology Office Memorandum dated 24.07.2025 (encl.), the functional designation of IT Cadre Officers working in Prison Department, GNCTD without affecting their existing pay scales, grade pay and Classification is as detailed below:-

| S.No. | Present Designation of IT Cadre Officers | Group of the post | Pay scale/Grade | Functional Designation for IT Cadre Officers |
|-------|--|--------------------|-------------------------------------|--|
| 1 | Sr. System Analyst | Group "A" Gazetted | Level-11 as per 7 th CPC | Deputy Director (IT) |
| 2 | System Analyst | Group "A" Gazetted | Level-10 as per 7 th CPC | Assistant Director (IT) |
| 3 | Data Processing Assistant | Group "B" Gazetted | Level-07 as per 7 th CPC | Technical Officer (IT) |

The aforementioned IT Cadre officers will use these functional designations for all official purpose within the Prison Department and outside the department including Govt. of India.

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

Encl:- As Above


SUPERINTENDENT-I
(PRISON HEADQUARTER)

F.18(72)/Estt/CJ/2023/CD-3755043/5465-81

Dated: 05/08/2025

Copy forwarded for information & necessary action:-

- 1) Joint Director/HOO (IT), IT Department, GNCTD
- 2) Deputy Secretary (Prisons), Home Department, GNCTD
- 3) Superintendent(PHQ)- I, II & III and Superintendent (MPHQ)
- 4) All Superintendent (Tihar/Rohini/Mandoli)
- 5) Sh. Ashish Kumar Jain, Deputy Director (IT)
- 6) Smt. Madhu Yadav, Assistant Director (IT)
- 7) Sh. Sushil Kumar Meena, Technical Officer (IT)
- 8) Sh. Arjun Ghosh, Technical Officer (IT) (Through Deputy Secretary (IT))
- 9) RMO (Tihar/Rohini), Central Jail
- 10) DDO (PHQ & MPHQ)
- 11) Deputy Superintendent (E-II), PHQ
- 12) D.S. (CPRO-01, 03, 04 & Mandoli)
- 13) All Branch In-charges, PHQ/MPHQ
- 14) PS to D.G.(P)/S.O. to DG(P)/PA to Addl. I.G./PA to DIG(P)/PA to DIG(M).
- 15) Assistant Director (IT) with the request to upload the order on the Department website.
- 16) Guard File.

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| I.T. R. PHQ |
| Diary No. 7395 |
| Date: 06/08/25 |

SUPERINTENDENT-I
(PRISON HEADQUARTER)

205/C

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI - 110002.
(CADRE CONTROLLING UNIT)

F.No. E-12/1/2024-Development/ITD/5795-5859

Dated: 24/07/2025

OFFICE MEMORANDUM

Subject: Functional Designation for IT Cadre officers of Govt. of NCT of Delhi- regarding.

It has been decided with the approval of Hon'ble Lt. Governor, Delhi to assign the following functional designations to IT Cadre officers working in the various departments of Government of NCT of Delhi without affecting their existing pay scales, grade pay and classification:

| Sl. No. | Present Designation of IT Cadre Officers | Group of the Post | Pay Scale /Grade | Functional Designation for IT Cadre Officers |
|---------|--|---------------------|--|--|
| 1. | Sr. System Analyst | Group 'A' Gazetted. | Rs 15,600-39,100 (GP Rs 6,600) (Level 11 as per 7 th CPC) | Deputy Director (IT) |
| 2. | System Analyst | Group 'A' Gazetted | Rs 15,600-39,100 (GP Rs 5,400) (Level 10 as per 7 th CPC) | Assistant Director (IT) |
| 3. | Data Processing Assistant | Group 'B' Gazetted | Rs 9,300-34,800 (GP Rs 4,600) (Level 7 as per 7 th CPC) | Technical Officer (IT) |

2. These functional designations will be used by the aforementioned IT Cadre officers for all official purposes within the departments and outside the departments including Govt. of India.

3. The above Office Memorandum shall be applicable to all the IT Cadre Officers of Government of NCT of Delhi.

(K. MURUGAN)

Head of Office /Joint Director (IT)

F. No. E-12/1/2024-Development/ITD/5795-5859

Dated: 24/07/2025

Copy for information and necessary action to:

- 1) All Additional Chief Secretary/Principal Secretaries/Secretaries/Heads of Departments, Heads of Autonomous/Local Bodies/PSUs of Govt. of NCT of Delhi.
- 2) Principal Secretary to Hon'ble LG, Delhi.
- 3) Secretary to Hon'ble Chief Minister, Delhi.
- 4) Secretary to Hon'ble Ministers of Delhi.
- 5) SO to Chief Secretary, Delhi.
- 6) PS to Secretary (IT)
- 7) Controller of Accounts, PAO, with the request to update the designation in all records.
- 8) All officers, Concerned.
- 9) Webmaster, IT Department, GNCTD to upload on the website of IT Department.
- 10) Guard File.

(K. MURUGAN)

Head of Office /Joint Director (IT)