

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.16(660)/Estt/CJ/2011/CD-3692528 | 3060 - 69

Dated: 04/05/2016

ORDER

To ensure smooth and efficient functioning of the administration, the below mentioned officers are hereby authorize to exercise the following powers, vested in the Director General (Prisons) in terms of provision contained in Rule no. 5 of Delhi Prisons (Inspection Meeting and duties of officers) Rules, 1988 with immediate effect:-

1. Additional Inspector General (Prisons):-

- a) He will be the competent authority sensitive operational matters i.e. handover of CCTV Footage/Mobile Phone, disposal of recovered mobile phones & sharing of Inmate related data with other agencies.
- b) He will be the Competent Authority for nomination of Nodal Officers in the Prison Department, GNCTD and issuing of deployment certification of Para Military forces working in Prison Department, GNCTD.
- c) He will be the Competent Authority for institutional approvals and regulatory matters i.e. statistical reports, research/internships, booking of government accommodations (Barat Ghar, Guest House, Temporary Quarters etc), Counselor (Legal) access to inmates, sending letters to Home Department for issuance of BTF (Legal), temporary duties (QRT/Parade/Armory), allotment of vehicles and issuance of Identity Cards (staff/ Open and Semi Open Jail Convicts).
- d) He will be the Competent Authority for personnel matters of Gazetted officers i.e. Vigilance Clearance (Gazetted Officers), Pay fixations (Supdt. (Prisons), & Other Group A Gazetted Officers
- e) He will be the Competent Authority for nominating officers/officials (except Superintendent (Prisons)) of Prison Department, GNCTD for various trainings

2. Deputy Inspector General (Tihar & HQ Range)

- a) He will be the competent authority for range-level administrative and operational matters i.e. for issuing/approving of NGO Passes/Programmes of approved NGOs, Visits (NALSA/DALSA/BPR&D/Student of Govt. Universities located in Delhi) for Tihar Jail Complex & Prison Headquarter.
- b) He will be the competent authority for establishment and service-related matters i.e. updation of educational qualifications in service record, acceptance of Prior intimation for examinations/higher education in r/o Group B (Gazetted) Officers (where NOC is not required), Taken on strength of Staff posted in Prison Department, GNCTD (for first time) in Prison Department, GNCTD
- c) He will handle all the non financial work of Hindi Branch, Prison Headquarter
- d) He will be competent Authority for issuing/approval of vehicle passes, return of Bank Guarantees (e-PBG).
- e) He will be the competent Authority for grant for any kind of leave upto 90 days to D.S.-I & II/Section Officer and other equivalent/Group B (Gazetted) officers (except Group A Gazetted, Superintendent (Prisons) and Branch In-Charges (PHQ)) posted in Tihar & HQ Range.



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3. Deputy Inspector General (Mandoli Range)

- a) He will be the competent authority for range-level administrative and operational matters i.e. for issuing/approving of NGO Passes/Programmes of approved NGOs, Visits (NALSA/DALSA/BPR&D/Student of Govt. Universities located in Delhi) for Mandoli Range.
- b) He will be the competent Authority for grant for any kind of leave upto 90 days to D.S.-I & II/Section Officer and other equivalent/Group B (Gazetted) officers posted in Mandoli Range.

4. Superintendent (Prison Headquarter)

- a) They will be responsible for day-to-day prison administration and internal coordination i.e. inter-branch communications in PHQ and court-related intimations (next date of hearing).
- b) They will be the Competent Authority for giving approval for Vigilance Clearance (Non-Gazetted Officials) of Prison Department, GNCTD.
- c) They will be the competent Authority for grant for any kind of leave upto 90 days to Group B (Non-Gazetted) officials/Group C officials posted in Prison Headquarter.
- d) They will be Competent Authority for approval for legal opinions sought by various jails/branches in Prison Department, GNCTD.

5. Superintendent (Mandoli Headquarter)

- a) They will be responsible for day-to-day prison administration and internal coordination i.e. inter-branch communications in Mandoli HQ.
- b) They will be the competent Authority for grant for any kind of leave upto 90 days to Group B (Non-Gazetted) officials/Group C officials posted in Mandoli Headquarter.

Further, all powers which were previously delegated to the above-mentioned officers shall continue to remain in force, unless specifically modified or withdrawn by subsequent orders.

(ANAND MOHAN)

DIRECTOR GENERAL (PRISONS)

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Dated: 04/05/2026

Copy forwarded for information & necessary action:-

- 1) Addl. I.G. (Prisons), PHQ
- 2) Deputy I.G. (Prisons), PHQ
- 3) Superintendent(PHQ)- I, II & III and Superintendent (MPHQ)
- 4) All Superintendent (Tihar/Rohini/Mandoli)
- 5) DCA, PHQ
- 6) Incharge, Lampur Detention Center
- 7) All Branch In-Charges (PHQ/MPHQ)
- 8) PS to D.G.(P)/S.O. to DG(P)/PA to Addl. I.G./PA to DIG(P)/PA to DIG(M).
- 9) Assistant Director (IT) with the request to upload the order on the Department website.
- 10) Guard File.

(PAWAN KUMAR)

SUPERINTENDENT-I (PHQ)