

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE DIRECTOR GENERAL OF PRISONS
PRISONS HEADQUARTER, DELHI PRISON
JANAK PURI: NEW DELHI

F.16(660)/Estt/CJ/2011/CD-003692528 / 5037-43

Dated: 12/7/24

ORDER

The Establishment Branch (PHQ) is divided into two parts i.e. Establishment Branch-I (E-I) and Establishment Branch-II (E-II). Further, The work allocation between Establishment Branch-I (E-I) and Establishment Branch-II (E-II) is as detailed below:-

1) ESTABLISHMENT BRANCH-I (PHQ):-

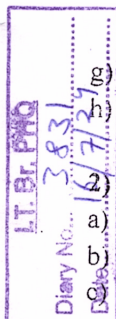
- a) All matters related to Transfer/posting of all staff of Delhi Prison Department and also of Outsourced Staff.
- b) All matters related to Medical Staff/Para Medical Staff posted in Delhi Prison Department.
- c) All matters related to Pension Cases and retirement benefits, revision of pension and dual family pension etc. of officers/officials posted in PHQ.
- a) All service matters related to Gazetted Officers i.e. DG, Addl. I.G., DIG(P), Superintendent, D.S.-I, D.S.-II, DCA, Sr. AO, AO, AAO, Senior System Analyst, System Analyst, Data Processing Assistant, PPS, PS.
- b) All service matters related to Non-Gazetted Staff i.e. Assistant Section Officer, Sr. Asst., Junior Assistant, Assistant Superintendent, Head Matron/Head Warder, Matron/Warder, Drivers, Peon, Cook, Mali, Dak/Dispatch rider, Tailor Master & cases for examination from Other jails.
- d) All matters related to appointment on compassionate ground along with PET.
- e) All matters regarding outsourcing of all contractual staff i.e. Driver, DEOs/NO-SB, Sweeper, Class-IV.
- f) All matters pertaining to all direct recruitment through DSSSB and direct recruitment processes. Preparation of Roster related to Direct Recruitment and forwarding of requisition of vacant post to DSSSB and various report to be sent to Commissions (SC/ST/OBC/Minority/PWD) and services department.
- g) All matters related to SPARROW, E-HRMS, E-File System, HRIS.
- h) Any other work assigned by Competent Authority.

2) ESTABLISHMENT BRANCH-II (PHQ):-

- a) RR of all Jail Cadre.
- b) MACP matters of All Jail Officers/officials.
- c) Cadre Restructuring and creation/continuation and bifurcation of posts in Delhi Prison Department and related matters.
- d) All work regarding promotion cases Jail Cadre Officers/Officials, Preparing of Seniority List/Roster for all posts.
- e) Seniority list and roster of all Jail Cadre posts for direct recruitment.
- f) MACP matters of All Jail Officers/officials.
- g) Staff Welfare Activities
- h) Maintaining of ACR/APAR records of all Jail Cadre Officers/Officials.
- i) Matters regarding Minutes of Meeting for various meeting in PHQ along with Coordination meeting in PHQ and monthly vacancy position.
- j) All matters related to Ration Money, Extra Pay allowance and Dress Allowance.
- k) Any other work assigned by Competent Authority.

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


(PRASHANT RAGHAV)
SUPERINTENDENT-I (PHQ)




18/7/24
AS(I-T)