

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

F.16(660)/Estt/CJ/PHQ/2011/8117 -26

Dated: 02-12-2025

ORDER

In supersession of previous order no. F.16(660)/Estt/CJ/PHQ/2011/4407-4415 dated 14.06.2024 and F.16(2531)/Estt/PHQ/2017/8802-8809 dated 05.09.2024, the distribution of work among Superintendent (PHQ)-I, II & III shall henceforth be as under:-

A) SUPERINTENDENT-I (PHQ):-

- 1) All Establishment/Administrative matters of Establishment Branch-I & II relating to seniority, promotion, ACP/MACP, recruitment, RRs, leave, pension, pay, transfer & posting of officers/officials/contractual staff, hiring of contractual staff etc.
- 2) All matters related to Media and Public Relation Officer.
- 3) Coordinating various important meetings at PHQ level and issuing their minutes of meeting.
- 4) All matters related to Provision Branch-I (PHQ) i.e. Procurement, service & AMC of Non-Dietary articles, Medical items, items for factory & imprest/office expenses and related payment of bills etc..
- 5) Vigilance and all related matters.
- 6) PIO in respect of Prison Headquarter in respect of all matters.
- 7) Any other work assigned by D.G./Addl. I.G./D.I.G. (HQ)

B) SUPERINTENDENT-II (PHQ):-

- 1) Legal and all related matters.
- 2) All matters related to Provision Branch-II (PHQ) i.e. Procurement of Dietary articles and related payment of bills etc.
- 3) All matters related to Staff Quarters, Estate Office, Guest House and Supervision of PWD works including new Jails and repair of Jails.
- 4) All matters related to maintenance and procurement of all vehicles.
- 5) Coordination with Security forces/agencies, Supervision of AO and LO Branch and matters concerning electricity, water, telephone, hygiene and sanitation, etc and their maintenance.
- 6) All matters related to Operations and QRT in Prison Department, GNCTD
- 7) All matters related to PGMS and Planning & Statistical Branch, PHQ
- 8) Compilation of various periodical reports, reports to Government of India and Delhi Government.
- 9) Any other work assigned by D.G./Addl. I.G./ D.I.G. (HQ)

C) SUPERINTENDENT-III (PHQ):-

- 1) Training and all related matters
- 2) All matters related to Security Equipments and CCTV/Project Branch.
- 3) All matters related to Hindi Language and supervision of Hindi Cell.
- 4) All matters related to Petition Branch, PHQ.
- 5) All matters related to Welfare/Correctional/ NGO.
- 6) All matters related to Intelligence cell.
- 7) Computerization, all matters relating to IT infrastructure and issuance of Identity Cards of all staff in Prison Department, GNCTD.
- 8) Any other work assigned by D.G./Addl. I.G./ D.I.G. (HQ)

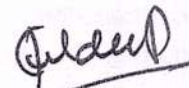


Yashveer
04.12.25
w(cg)

In case Superintendent (PHQ) is not available due to being on leave/Court duty or any other unavoidable circumstances, the link arrangement is as detailed below:-

S.No	Designation	1 st Link officer	2 nd Link Officer
1	Superintendent-I (PHQ)	SCJ-II (PHQ)	SCJ-III (PHQ)
2	Superintendent-II (PHQ)	SCJ-I (PHQ)	SCJ-III (PHQ)
3	Superintendent-III (PHQ)	SCJ-II (PHQ)	SCJ-I (PHQ)

Further, SCJ-I (PHQ) will be the Head of Office in respect of staff posted at PHQ. Also, D.S. (Mainstore), PHQ will be under the Supervision of SCJ-I & II (PHQ) through D.S. (Provision-I & II), PHQ respectively.



(KULDEEP SINGH)

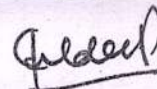
DEPUTY INSPECTOR GENERAL (PRISONS)

F.16(660)/Estt/CJ/PHQ/2011/8/17-26

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Copy forwarded for information and necessary action:-

- 1) Superintendent (PHQ) – I, II & III/ Superintendent (MPHQ).
- 2) All Jail Superintendents (Tihar/Rohini/Mandoli)
- 3) DCA, Delhi Prisons
- 4) RMO(Tihar/Mandoli)
- 5) All Branch In-Charges (PHQ/MPHQ)
- 6) D.S. (Mainstore), PHQ
- 7) Assistant Director (IT), PHQ with the request to upload on the Department Website.
- 8) PS to DG (P)/S.O. to DG (P)/ PA to Addl. I.G./PA to DIG (P)/PA to DIG(M)
- 9) Guard file



(KULDEEP SINGH)

DEPUTY INSPECTOR GENERAL (PRISONS)