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**OFFICE OF THE DIRECTOR GENERAL (PRISONS)
PRISONS HEAD QUARTER: NEAR LAJWANTI GARDEN CHOWK
JANAK PURI: NEW DELHI-110 064**

No.18/116/ESTT/CJ/2012/CD-7706/

Dated:-

CIRCULAR

It has been observed that Prison Headquarter is receiving no. of requests/representations for transfer etc. directly from the officials concerned and which do not have the appropriate approval of concerned HOOs. This is creating lot of miscommunication & inconvenience for the Jail/ Office of those officials, as well as, PHQ. This is also increasing the number of daily visitors in the PHQ.

Hence, it is desired that requests or representation should be forwarded to PHQ duly recommended by the concerned HOOs i.e. SCJs.

The representation for transfer/posting etc. if received directly in PHQ will not be entertained.


(VIJENDER SINGH)
SUPERINTENDENT OF PRISON (HQ)

No.18/116/ESTT/CJ/2012/CD-7706/ 4555-59

Dated:- 12/09/12

Copy for information and necessary action to the following:-

1. All SCJs & SDJR, GNCTD with the request to bring into the notice of all officer/officials posted in their office.
2. SO to DG(P)/PA to DIG(P).
3. PA to SCJ (PHQ).
4. All Branch In-charge, PHQ.
5. Guard File.


(VIJENDER SINGH)
SUPERINTENDENT OF PRISON (HQ)