ORDER
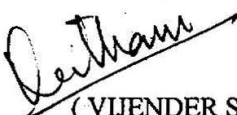
Centralized diary and dispatch system i.e. in other words a new section under the name and style of Receipt and Issue (R&I) Section has been created in PHQ. This section will look after the work relating to Receipt of DAK and issue of letters pertains to Central Jail (PHQ). R&I Branch will work as sub-section of LO Branch and In-charge of LO Branch will supervise the work of this Branch.

The new R&I Section has started its work w.e.f. 10/09/2012 from the room situated at the parking area which was in use for the rest of drivers.

Therefore, all the Branch In-charges of PHQ are hereby directed to forward/distribute their letters etc. through R&I Section. The officials being posted in R&I Section will ensure to distribute received DAKs to the concerned Branch/Jail and Departments concerned without delay and will maintain up-to-date record in r/o each and every DAK received and distributed.

During holidays, the DAK pertains to PHQ will be received in CJ-1 or will be dropped in the drop box installed at R&I Section (PHQ). Officials posted at DAK counter at CJ-1 will ensure delivery of the same at R&I Section, PHQ on following working days.

(VIJENDER SINGH)
SUPERINTENDENT-1 (PHQ)

No. F.16/2251/Estt./PHQ/2012/ 4618-24   Dated: 14|9|12

Copy forwarded to the following for information and necessary action to:-
1. All Superintendents (including DJR), Central Jail Tihar, New Delhi.
2. All Branch In-charges, PHQ, Central Jail Tihar, New Delhi.
3. OIC Vigilance, PHQ, Central Jail Tihar, New Delhi.
4. D.S. (PWD)/D.S. (L.O.)/D.S. (Estt.)/D.S. (Provision) with the request to provide necessary infrastructure such as Computer, Furniture and stationery pertains to their Branch.
5. The Programmer (Computer Branch) PHQ will provide LAN connection to above Branch.
6. SO to DG(P)/PA to DIG(P).
7. Guard file.

(VIJENDER SINGH)
SUPERINTENDENT-1 (PHQ)