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

F.No. 18(668)/Estt./CJ/2011/ 3334

Dated: 27/6/12

**ORDER**

It has been observed that some supervisory officers at Prison Headquarters are in the habit of recommending/forwarding leave application of the staff posted in their respective branches in a casual manner without ascertaining the grounds of leave sought and assessing the availability of link Officials during the proposed leave period. This practice has encouraged the staff to apply for leave frequently causing pendency of work.

Accordingly, all the Branch Incharges at the Prison Headquarters are hereby directed to recommend/forward leave application of the staff after assessing the genuineness of the grounds and taking into account the administrative necessities.

Gm  
27/6/12  
D/C (G. SUDHAKAR)  
DY. INSPECTOR GENERAL (PRISON)

F.No. 18(668)/Estt./CJ/2011/ 3334

Dated: 27/06/12

Copy to:

All Branch Incharges of PHQ for compliance.

Gm  
27/6/12  
D/C (G. SUDHAKAR)  
DY. INSPECTOR GENERAL (PRISON)