

PRISON HEADQUARTERS : GOVT. OF INDIA  
NEAR LAJWANTI GARDEN CHOWK : NEW DELHI-110064.

No. F.16(660)/Estt./CJ/2012/ 4389 - 98

Date: 6/9/12

ORDER

In supersession of all previous orders, the distribution of work amongst Dy. Inspector General (Prisons), Superintendent of Prison (Hq)-I and II, RMO and Law Officer shall henceforth be as under:-

SCJ(PHQ)-I

SCJ(PHQ)-I will be as Head of Office in respect of staff posted in Prison Headquarter, except following:-

1. Creation of Posts
2. Write off of losses &
3. Re-appropriation exceeding 10% of original budget provision.

Further, the re-delegation of powers of Head of Office include all set of Rules viz. Delegation of Financial Powers, General Financial Rules and Fundamental & Supplementary Rules.

Besides above, SCJ(PHQ)-I is also assigned the following works:-

1. Framing and amendment in recruitment rules of all posts.
2. Coordinate with TSP, CISF, DAP and other Security Agencies.
3. PIO in respect of Prison Headquarter in respect of all matters.
4. Establishment matters i.e. promotion, increments, leave sanction, transfer and posting of ministerial and account functionaries, pension matters of staff working and drawing pay from PHQ.
5. Computerization of all jails and PHQ.
6. Maintenance of Jail Vehicles.
7. Hiring hygiene and sanitation, preparation of hygienic food and cleanliness.
8. All matters concerning electricity, water, telephone, maintenance, etc.
9. Supervision of A.O. and L.O. Branch, Admn. Officer and DS(L.O.Br.) will report to him.

SCJ(PHQ)-II

1. Training of Staff.
2. Preparation of Training programmes.
3. Armoury and allotment of arms.
4. Over all in-charge of Petition Branch and Petition Officer will report to him.
5. Compilation of various periodical reports.

6. Preparation of various reports to Government of India and Delhi Govt.
7. Allotment and cancellation of Staff Quarters and also function as 'Estate Officer'.
8. Supervision of PWD works including new jails. DS(PWD) will report to him.
9. Vigilance and Disciplinary matter of Group 'C' and 'D'. However, the OIC(Vigilance) will report to DIG(P) directly.
10. Procurement of various dietary and non-dietary articles, office equipment through main store.

SCJ(PHQ)-I and SCJ(PHQ)-II will be the link Officer vice-versa.

#### Law Officer

1. All NHRC matters, Parliament and Vidhan Sabha matters.
2. Overall Incharge of all legal matters pertaining to various Courts, High Court and Supreme Court.
3. Also function as PRO and over all incharge in respect of all matters relating to the media.
4. Preparation of Training Programmes of Officers(including Jail Cadre Officers).
5. Framing up of policies and proposal and drafting of Standing Orders.
6. Processing of parole and furlough case.
7. Regularization of extra remission.

#### RMO

1. He will be the Head of Office in respect of Medical and Para-medical staff.
2. He will deal all service matters including pay and pension matters in respect of all medical and para medical staff.
3. He will maintain the service book personal file and other records in r/o of medical and Para-medical staff and deal all financial matters including pay and allowance in respect of Para-medical staff.
4. He will be the PIO in (for Medical Department).

#### DS(Medical)

1. DS Medical will be the Administrative Officer for medical and para medical staff.
2. He will also function as APIO.

#### DIG(Prisons)

1. He will be the over all in-charge of the above and all Branch In-charges, SCJs, RMO, Dy. Controller of Accounts will report to him.

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3. He will be the **Chairman** of all Screening Committees for the purpose of grant of financial up-gradation under ACP/MACP Schemes.
4. He will be the **coordinating Officer** for all Govt. Departments.
5. He will be **Vigilance Officer** for Delhi Prisons.

However, Director General (Prisons) will remain the Head of the Department.

*Amu*  
5/9/12  
VINLA MEHRA

DIRECTOR GENERAL (PRISONS)

No. F.16(660)/Estt./CJ/2012/

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Copy forwarded to the following for information & necessary action:-

1. All SCJs (including DJR), Central Jail, Tihar, New Delhi.
2. PAO-XX, Mayapuri, New Delhi.
3. DDO(PHQ), Central Jail, Tihar, New Delhi.
4. All Branch Incharges, Prison Headquarter, New Delhi.
5. Dy. Controller of Accounts (PHQ), Central Jail, Tihar, New Delhi.
6. Officer's concerned.
7. Programmer, Computer Branch, PHQ, New Delhi.
8. SO to DG(P)/PA to DIG(P).
9. Law Officer/PRO, Prison Headquarter, New Delhi.
10. Guard File/Personal File.

*Gm*  
5/9/12  
(G. SUDHAKAR)

DY. INSPECTOR GENERAL (PRISONS)