

B. PRADEEP
DIRECTOR,
ACADEMY OF PRISONS &
CORRECTIONAL ADMINISTRATION,
VELLORE – 632 002,
TAMIL NADU, INDIA.



Office : +91 (0) 416 2267907
Mobile : +91(0) 9447 694767
E-mail : apcavellore@gmail.com
Website: www.apca.org.in

Lr No. APCA/E/Admn.O/2024

Date:21-09-2024

To
The Director General of Prisons and
Correctional Services,
Kerala, Poojapura, Prison Head Quarters,
THIRUVANANTAPURAM. 695 012.

Sir,

Sub: APCA, Vellore – Deputation of Office Superintendent to APCA, Vellore /
Retired Administrative Officers to work as Administrative Officer at APCA –
Request to obtain willingness – Regarding.

Ref: Instructions of the Board of Management, APCA during the 108th Meeting.

I am to submit that the post of Administrative Officer is vacant from quite some time and this post has to be filled up either by promotion from the feeder category or on deputation of Office Superintendent from one of the participating States. There are no suitable / eligible / merit staff in the feeder category at present at APCA for promotion to the post of Administrative Officer. Much difficulty is being experienced due to non availability of an experienced Administrative Officer at APCA to prepare, process and dispose various matters concerning office Administration. The same was brought to the notice of the Board of Management, APCA, Vellore and the Board has instructed to address all the Directors General of Prisons of participating States vide reference cited in this regard.

In the light of the instructions of the Board, I humbly request the Director General of Prisons and Correctional Services, Kerala to kindly arrange to furnish for the deputation of one Office Superintendent working in the State of Kerala who is willing to work on deputation at APCA, Vellore. He / She shall be paid the Pay and allowances now being drawn by them at their respective stations and in addition, an incentive of 15% will be paid on their monthly basic pay.

(P T O)

Page: : 2

It is further requested that, if no suitable and willing office Superintendent is available, action may kindly be initiated to find if any recently retired Administrative Officer is willing to work at APCA, Vellore as Administrative Officer on contractual basis. He / She shall be paid a consolidated monthly salary of Rs. 40,000/- and provided a suitable residential quarter on the campus at a nominal rent of Rs. 500/- per month.

I solicit kind cooperation of the esteemed Director General of Prisons in this regard.

Yours faithfully,


DIRECTOR.

R. Jey
21/09/24

