PRISONS & CORRECTIONAL SERVICES HEADQUARTERS POOJAPPURA, THIRUVANATHAPURAM-12

Proceedings

Sub: Jails Dept - Prisons Headquarters - Estt.- Linking of officers - Orders Issued:-

Read: Nil

Order E1-31730/2021/PrHQ; Dated: 09-12-2021

The following orders are issued for strict compliance:-

In the absence of an officer/superintendent/clerk (on leave or on other duty) the linking officers mentioned below are entrusted with the duties and responsibilies of the absentee. As per this order the linking officer may not wait for any further direction from superior officers to take over the concerned duties and responsibilities so as to ensure smooth functioning of this institution.

1 Administrative Officer PA to DGP & CS 2 Finance Officer Programme Officer 3 Chief Welfare Officer Regional Welfare Officer (SZ) 4 Programme Officer Chief Audit Officer 5 Chief Audit Officer PA to DGP & CS 6 PA to DGP & CS Accounts Officer 7 Accounts Officer Senior Superintendent (Senior most) 8 JS/SS (Establishment) JS/SS (General) 9 JS/SS (General) JS/SS (Hancian) 10 JS/SS (Accounts) JS/SS (Planning) 11 JS/SS (Planning) JS/SS (Will) 12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 20 E3 E4 21 E4 E5 <th>Sl. No.</th> <th>Officer/Superintendent/Clerk</th> <th></th>	Sl. No.	Officer/Superintendent/Clerk	
3 Chief Welfare Officer Regional Welfare Officer (SZ) 4 Programme Officer Chief Audit Officer 5 Chief Audit Officer PA to DGP & CS 6 PA to DGP & CS Accounts Officer 7 Accounts Officer Senior Superintendent (Senior most) 8 JS/SS (Establishment) JS/SS (General) 9 JS/SS (General) JS/SS (Establishment) 10 JS/SS (Accounts) JS/SS (Planning) 11 JS/SS (Planning) JS/SS (Accounts) 12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23	1	Administrative Officer	PA to DGP & CS
4 Programme Officer Chief Audit Officer 5 Chief Audit Officer PA to DGP & CS 6 PA to DGP & CS Accounts Officer 7 Accounts Officer Senior Superintendent (Senior most) 8 JS/SS (Establishment) JS/SS (General) 9 JS/SS (General) JS/SS (Establishment) 10 JS/SS (Accounts) JS/SS (Planning) 11 JS/SS (Planning) JS/SS (Accounts) 12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-2 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2	2	Finance Officer	Programme Officer
5 Chief Audit Officer PA to DGP & CS 6 PA to DGP & CS Accounts Officer 7 Accounts Officer Senior Superintendent (Senior most) 8 JS/SS (Establishment) JS/SS (General) 9 JS/SS (General) JS/SS (Establishment) 10 JS/SS (Accounts) JS/SS (Planning) 11 JS/SS (Planning) JS/SS (Accounts) 12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26	3	Chief Welfare Officer	Regional Welfare Officer (SZ)
6 PA to DGP & CS Accounts Officer 7 Accounts Officer Senior Superintendent (Senior most) 8 JS/SS (Establishment) JS/SS (General) 9 JS/SS (General) JS/SS (Establishment) 10 JS/SS (Accounts) JS/SS (Planning) 11 JS/SS (Planning) JS/SS (IW)-2 12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G	4	Programme Officer	Chief Audit Officer
7 Accounts Officer Senior Superintendent (Senior most) 8 JS/SS (Establishment) JS/SS (General) 9 JS/SS (General) JS/SS (Establishment) 10 JS/SS (Accounts) JS/SS (Planning) 11 JS/SS (Planning) JS/SS (Accounts) 12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2	5	Chief Audit Officer	PA to DGP & CS
8 JS/SS (Establishment) JS/SS (General) 9 JS/SS (General) JS/SS (Establishment) 10 JS/SS (Accounts) JS/SS (Planning) 11 JS/SS (Planning) JS/SS (Accounts) 12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1	6	PA to DGP & CS	Accounts Officer
9 JS/SS (General) JS/SS (Establishment) 10 JS/SS (Accounts) JS/SS (Planning) 11 JS/SS (Planning) JS/SS (Accounts) 12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	7	Accounts Officer	Senior Superintendent (Senior most)
10	8	JS/SS (Establishment)	JS/SS (General)
11 JS/SS (Planning) JS/SS (Accounts) 12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	9	JS/SS (General)	JS/SS (Establishment)
12 JS/SS (IW) -1 JS/SS (IW)-2 13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	10	JS/SS (Accounts)	JS/SS (Planning)
13 JS/SS (IW) -2 JS/SS (IW)-1 14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	11	JS/SS (Planning)	JS/SS (Accounts)
14 Chief Accountant Statistical Officer 15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	12	JS/SS (IW) -1	JS/SS (IW)-2
15 Statistical Officer Stock Verifier 16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	13	JS/SS (IW) -2	JS/SS (IW)-1
16 Stock Verifier Statistical Officer 17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	14	Chief Accountant	Statistical Officer
17 HC (G) WP1 18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	15	Statistical Officer	Stock Verifier
18 E1 E2 19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	16	Stock Verifier	Statistical Officer
19 E2 E3 20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	17	HC (G)	WP1
20 E3 E4 21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	18	E1	E2
21 E4 E5 22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	19	E2	E3
22 E5 E6 23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	20	E3	E4
23 E6 E1 24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	21	E4	E5
24 G1 G2 25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	_ 22	E5	E6
25 G2 WP1 26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	23	E6	E1
26 WP1 G4 27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	24	G1	G2
27 G4 G5 28 G5 WP2 29 WP2 G1 30 A1 A2 31 A2 A3	25	G2	WP1
28 G5 29 WP2 30 A1 31 A2 A3	26	WP1	G4
29 WP2 G1 30 A1 A2 31 A2 A3	27	G4	G5
30 A1 A2 A3	28	G5	WP2
31 A2 A3	29	WP2	G1
	30	A1	A2
32 A3 A5	31	A2	A3
	32	A3	A5





33	A4	Redeployed to DIG Office as per the Regional Set up
34	A5	A1
35	P1	P2
36	P2	P3
37	P3	P4
38	P4	P5
39	P5	P1
40	IW1	IW2
41	IW2	IW3
42	IW3	IW4
43	IW4	IW1

This arrangement with come in to effect automatically whenever the officials is also on leave. The concerned officials should ensure that this order is strictly adhered to.

Dr. SHAIK DARVESH SAHEB IPS Director General of Prisons & Correctional Services

: All Staff in Headquarters То : CA to DGP & CS/DIG (HQs) Web Site/SF/File Сору То



