

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 responsibilities 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.

Sl. No.	Officer/Superintendent/Clerk	Linking officer/Superintendent/Clerk
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 (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
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 will come in to effect automatically whenever the officials are also on leave. The concerned officials should ensure that this order is strictly adhered to.

*SNSW*

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

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

