

“Custody
Correction
Reformation
Rehabilitation”



**Kerala Prisons &
Correctional Services**

Prisons & Correctional
Services Headquarters
Poojappura
Thiruvananthapuram - 12
Phone: 0471-2342532
Mail: keralaprisons@gov.in



www.keralaprisons.gov.in

Proceedings

Sub : Prisons - Prisons Headquarters, Thiruvananthapuram – Work distribution of WP2 and WP3 seats in Prisons Headquarters is re- assigned - orders issued.

Read: This office order no.KPCS/3773/2025 dtd.29.04.2025

Order:KPCS/32/2026-E1; Dated: 06-03-2026

As per the reference cited, the work distribution of each seat in the Prisons Headquarters is assigned. Considering the workload of the WP2 seat and administrative convenience, the matters relating to Emergency Leave, Home Leave and Overstay currently handled in the WP2 seat are temporarily transferred to the WP3seat, (Temporarily created to handle SLAC-related works) and the matters relating to the State Level Advisory Committee currently handled in the WP3 seat are transferred to the SLAC seat.

The work distribution of above seats are as follows.

WP2 Seat

1. Ordinary leave.
2. Parole related petitions.
3. RTI Act relating to the subject dealt in the Seat
4. CMO petitions related to leave
5. Court cases related to leave
6. Petitions received through Kerala State Human Rights Commission related to leave / overstay

WP3 Seat

1. Emergency leave.

2. Home leave.
3. Overstay of prisoners.
4. Overstay regularisation.

SLAC Seat

1. Collect and Register the applications submitted by prisoners for granting premature release before the State Level Advisory committee and inform Home Department.
2. Collect Case Files of prisoners from prisons and submit them before the Committee according to the seniority basis.
3. Make necessary arrangements to organize the meeting as per the instructions of the Govt.
4. Take steps to grant Sitting Fee, TA to the Chairman, Non Official Member of the State Level Advisory Committee.
5. Board of visitors

DINESH B

DEPUTY INSPECTOR GENERAL OF PRISONS(HQ)

To: All staffs in Prisons Headquarters

Copy Website/OC

To: