


**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(LABOUR DEPARTMENT)  
5-SHAM NATH MARG, DELHI-54**

No. F-1/31/642/LC/Estt/Misc/2010/639

Dated :- 07/5/10

**CIRCULAR**

Find enclose herewith a copy of the under mentioned order/circular for necessary action/compliance.



**(BIJANDRA SINGH)**

**Assistant Labour Commissioner**

List of paper(s) forwarded :-

Sl. No.	Name of the Officer & Ministry/ Department	O.M. No./ Endorsement No.	Subject
1	Statistical Officer (AR), Govt. of NCT of Delhi,	No. F. 2(1)/10/AR/ /1789-1948/c dated 25/3/10	Circular

Copy forwarded for information and necessary action to :-

- 1 PA to LC, Labour Department, Delhi.
- 2 PA to JLC-I, II, Labour Department, Delhi.
- 3 All DLCs and Branch Incharge.
- 4 A.D.(Plg.)/EDP Cell, for updation on the web site of Labour Department.
- 5 Guard File

role

171

112/KC  
6/4/10

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>th</sup> Level, C-Wing, Delhi Secretariat, New Delhi  
<http://www.ar.delhigovt.nic.in>

1638  
30/3/10  
Dated 25.3.2010

No.F.2(1)/10/AR/ 1789-1948/C  
**CIRCULAR**

It has been observed that the officer(s) of various departments of Government of NCT Delhi are not mentioning their telephone/contact numbers below their signatures and names on the communications/replies sent to the citizens and various offices in Delhi. It is very difficult for the citizens to contact the concerned officer(s) spontaneously on any important issue.

As per provision of Manual of Office Procedure, telephone no of all the officers sending the communication should be written after his designation. All concerned are requested to follow the procedure laid down in the Manual of Office Procedure.

A.D.F.  
JLC-E (V.K.H.)  
31/3/10

(Kishan Chand)  
Statistical Officer (AR)  
Telephone no. : 23392421

To, P. Secretaries  
9/4 A6005  
OS(A) 2/7/4  
5874 Sd/M.

1. All the Pr. Secretaries/Secretaries/Heads of Departments, Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi.

5874  
31/3/10

No.F.2(1)/10/AR/ 1789-1948/C

Dated 25.3.2010

Copy for information to the Dy. Secretary (Grievances), Office of the Chief Minister, Delhi sent w.r.t. letter no.CMO/PGC(E)/2010/158009 dt. 10.2.2010.

5874  
06/4/10

(Kishan Chand)  
Statistical Officer (AR)  
Telephone no. : 23392421