

MOST URGENT

**Government of National Capital Territory of Delhi
Office of the Labour Commissioner
5, Sham Nath Marg, Delhi.**

No.F.1/31/642/LC/Estt./Misc/2010/ 5309

Dated: 22/2/10

CIRCULAR

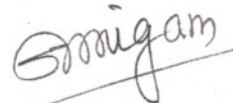
It has been observed that some of the Branches/Distt offices of our Deptt. do not maintain their Leave Register pertaining to Casual Leave/Restricted Holidays, availed by their officials. In the absence of proper maintaining of the said leave record system of the official working disturbs and it can not be ascertained whether the official availed any leave or is absent from his/her duty.

In this regard, all Branch In-charges/Dy. Labour Commissioners are hereby directed to maintain their said leave register for the officials who are posted under their Branches/Distt. offices. This can be checked surprisedly, at any time.

Apart from the above, all Branch In-charges/Distt. offices are also informed to be ensured that any official posted under their supervision must be submitted their leave applications well in advance against their requests of Earned Leave/Commutated Leave and also submit joining report after the expiry/completion against the availed leave so that availed Earned Leave/Commutated Leave could be debited from the leave account of the concerned officers/officials.

Non compliance of this directions will be viewed seriously.

This issues with the prior approval of the Competent Authority.



(S.K.NIGAM)

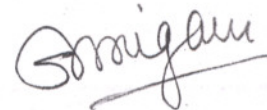
Asstt. Labour Commissioner(Admn.)

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Copy forwarded for information and necessary action to:-

1. PS to LC, Labour Department, Delhi.
2. PAs to JLC(Admn./HQ)/JLC-II&III. Labour Deptt. Delhi.
3. All DLCs, Labour Department, Delhi.
4. All Branch In charges, Labour Department, Delhi.
- ✓ 5. A.D. (Plg.), Labour Deptt. with the request to upload this circular on the website of this Deptt.
6. Guard file



Asstt. Labour Commissioner(Admn.)