

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

F.No.1/31/668/Misc/LC/Estt./10/ 3370

Dated: 29/X/10

**CIRCULAR**

Please find enclose herewith a copy of Administrative Reforms Department letter No. F.4/14/08/AR/9407/C dated 13.09.2010 with the request to comply the directions/guidelines given therein and send the action taken report within a week.

**Encl. As above.**

*Gmrigam*

**(S.K.NIGAM)**

**Asstt. Labour Commissioner(Admn.)**

**To**

**All DLCs/Branch In charges of  
Labour Department,  
Govt. of NCT of Delhi**

F.No.1/31/668/Misc/LC/Estt./10/3370

Dated: 29/X/10

Copy forwarded to:-

1. PA to Labour Commissioner, Labour Department, Govt. of NCT of Delhi
2. PA to Spl.Commissioner(Labour), Labour Department, Delhi,
3. DLC(HQ)-I/II, Labour Department, Delhi,
4. Dy. Director (AR), Admn. Reforms Deptt., GNCT of Delhi, 7<sup>th</sup> Level, 'C' wing, Delhi Sectt., New Delhi w.r.t. your above referred letter under reference.
- ✓ 5. Asstt. Programmer, EDP Cell, Labour Deptt. – with the request to upload this circular on the website of this department.
6. Guard file

*Gmrigam*

**Asstt. Labour Commissioner(Admn.)**



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**GOVERNMENT OF NCT OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT**

7<sup>th</sup> Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-02

AV 920/CO  
16/9/10

No. F.4/14/08/AR/

945/c

Dated: 13/9/10

To

The Secretary  
Department of Labour,  
Government of NCT of Delhi,  
5, Sham Nath Marg,  
Delhi-110054

1667/DLL(HO)11  
20/9/10

Office of the	Secretary (Labour)
Diary No.	1368
Dated	13/9/10

**Sub:- O&M Inspection of Labour Department .**

Sir,

As per provision of Manual of Office Procedure, O&M Inspection was conducted in your office by the Administrative Reforms Department on 15/07/2010 with a view to find out whether the records are being maintained properly or not. In this context, an officer/official was deputed to conduct an inspection in various branches at Head Quarter of the Labour Department. During the inspection it has been observed that these Branches are generally not following the provisions of the Manual of Office Procedure. The following deficiencies have been repeated in a large number of cases which need to be rectified:

1. **Non maintenance of various Registers:** Registers for keeping watch on the disposal of communication received from Member of Parliament, Register of Parliamentary Assurance and Call Book are not being maintained at Head Quarter. Further, Assistant Dairy Register has also not been maintained by each Dealing Assistant.
2. **Work Distribution of work:** During the inspection it has also come to the notice that the department does not have any official order vide which list of subject allotted to different section of the department has been mentioned.
3. **Improper filing system:** Paragraph numbers on note portion as well as page numbers on correspondence side are not mentioned in the file. Even the files are not properly docketed. Further, the telephone number of signatory to the communication sent, is not being mentioned.
4. **Check on delays:** Weekly/Monthly Arrear Statement and Check list of Incoming and outgoing periodical reports are not being maintained. Moreover, special watch on important receipts from MPs, Public Bodies etc. is not being kept by the Section Officer. Further, Diary registers are also not being checked by the Section Officer/Officer Incharge and inventory of rules, regulations, codes, manuals etc. are not being maintained by the Department.
5. **No weeding out of old records:** During the inspection it has also been revealed, that the old records are kept in the Almirahs of the branches, and needs to be weeded out to facilitate more space. Regular weeding of old records must be accomplished from time to time in accordance with the provisions of retention schedule. Further, the department has advised to spare some more space meant for the Record Room.
6. **Punctuality:** During the inspection it has also been revealed that no proper records of casual leave, earned leave are being maintained by the Department. Further, the Officer-in-Charge do not check the attendance registers regularly to

DLCLAs

A. attend to the observation of the AR Dept

priority & put up compliance.

Urgent



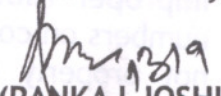
find out the regular late comers. Moreover, no movement register is maintained by any of the branches in respect of the staff deployed on the field duty.

In addition to the above shortcomings, the following suggestion may also be adopted for improvement in maintaining the records:

- a. Old and unwanted record may be weeded out time to time as per Record Retention Schedules issued by Department of Administrative Reforms & Public Grievances (GOI) and as per Record Retention Schedule mentioned in Manual of Office Procedure, General Financial Rule, CPWD Manual etc. to get more space in the offices.
- b. List of files kept in Almirah/Racks allotted to each of the Dealing Hands may also be prepared and copy of the same may also be handed over to the Branch Incharge. One copy of the same may also be pasted inside the Almirah.
- c. File Index Register should be opened separately for each calendar year with proper Headwise indexing and page numbering.
- d. Staff Movement register should be maintained in respect of the staff who performing their duties outside the office premises.
- e. Guard File for each different subject should be opened separately such as Meeting Notice Folder, Minutes of the Meeting, Office Order, Notifications, Order regarding Financial Rules etc.
- f. Jurisdiction area of each Zonal/District Offices may also be indicated for the convenience of general public/citizen on Notice Board.
- g. Proper casual leave & Restricted Holiday Register is required to be maintained by the Officer In-charge of the Branch/Office for the proper accounting of the leave record of the staff.

In view of the above, it is brought to your notice that the provisions of the Manual of Office Procedure are not being following properly by the various branches and urgent corrective measures are required to be initiated for rectification of above stated deficiencies. You are also requested to initiate the corrective measures in respect of the above noted deficiencies and to send the action taken report in this regard to this department.

Yours faithfully,

  
(PANKAJ JOSHI)  
Dy. Director (AR)  
23392620