

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

F. No. F-1/39/2/96/LC/Estt/3991

Dated :- 13/12/10

CIRCULAR

As per recommendation of VIth Pay Commission belonging to Group 'D' officials, Deptt. of Personal & Training Govt. of India, has circulated designation and indicative list of duties for these Group 'D' employees who have been placed in Pay Band-I with Grade Pay of Rs. 1800/- vide their OM No. AB- 14017/6/2009-Estt.(RR) dated 30/04/2010 which are explained as under:-

- q) Physical Maintenance of records of the Section.
- r) General cleanliness & upkeep of the Section/Unit.
- s) Carrying of files & other papers within the building.
- t) Photocopying, sending of FAX etc.
- u) Other non-clerical work in the Section/Unit.
- v) Assisting in routine office work like diary, dispatch etc., including on computer.
- w) Delivering of dak (outside the building).
- x) Watch & ward duties.
- y) Opening & closing of rooms.
- z) Cleaning of rooms.
- aa) Dusting of furniture etc.
- bb) Cleaning of building, fixtures etc.
- cc) Work related to his ITI qualifications, if it exists.
- dd) Driving of vehicles, if in possession of valid driving licence.
- ee) Upkeep of parks, lawns, potted plants etc.
- ff) Any other work assigned by the superior authority.

All the DLCs and Branch In charges of this Deptt. are hereby informed that they can take any above given services from the above mentioned class IV officials who are working under their supervision. **However, female class IV employees are exempted from watch and ward duties.**

This issues with the approval of the competent authority.

*S. K. Nigam*

(S. K. NIGAM)  
Assistant Labour Commissioner (HQ/Admn.)

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Copy to the following:-

1. PA to Labour Commissioner, Labour Deptt., 5-Sham Nath marg, Delhi-54.
2. PA to Spl. Commissioner (Labour), Labour Deptt., 5-Sham Nath marg, Delhi-54.
3. DLC(Admn.), Labour Deptt., 5-Sham Nath marg, Delhi-54.
4. All DLCs/ Branch in charges of Labour Deptt - for information & necessary action.
- ✓ 5. Assistant Programmer, Planning Br – with the direction to update this circular on the website of this Deptt.
6. Guard file.

*S. K. Nigam*

Assistant Labour Commissioner(HQ/Admn.)

*ADP Cell*