

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

No.F.1/31/692/Misc./LC/Estt./2011

Dated:

CIRCULAR

It has been observed by the Labour Commissioner that files are being put up in a shabby condition with the torn file covers, pages and without proper paging and paragraph numbering. It is, therefore, directed that henceforth all the files being put up before the senior officers should have the following:-

1. Correspondence and noting file should be properly page-numbered.
2. Paragraphs in the noting side should be properly numbered.
3. PUC, F.R. and references should be duly flagged.
4. File covers should be tidy.
5. Files should be kept on file board and properly tied.
6. At least two additional blank noting sheets (courtesy sheet) should be attached.

(JOGINDER SHARMA)  
DY. LABOUR COMMISSIONER (ADMN.)

No.F.1/31/692/Misc./LC/Estt./2011 7410

Dated: 01/03/12

Copy forwarded for information and necessary action to:

1. Addl. Labour Commissioner-I/II, Labour Deptt., 5-Sham Nath Marg, Delhi.
2. All Jt./Dy. Labour Commissioners (Districts), Labour Deptt., Delhi/New Delhi.
3. All Branch Incharges, Labour Deptt., 5-Sham Nath Marg, Delhi.
4. PA to Labour Commissioner.
5. PA to Spl. Commissioner (Labour).
- ✓ 6. Asstt. Programmer with the request to upload this on the website of Labour Department.
7. Guard file.

  
DY. LABOUR COMMISSIONER (ADMN.)