

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

No. F.1/31/802/LC/Estt./12/Pt. file /4707

Dated: 17/11/2013

**CIRCULAR**

Labour Department is a public dealing department and it is expected that the officers/officials will be present in office during the time of public hearing which is normally in the forenoon. However, it has been brought to the knowledge of Labour Commissioner at that time officials/officers are missing from their offices during the time of public dealing.

In view of the above, all officials/officers of Labour Department are directed to ensure that they are physically present in office every day till at least 2.00 PM. Furthermore, the senior officers of the department are advised to hold the meetings only in the 2<sup>nd</sup> half of the working days. Further, it is also advised that as far as practicable, Monday and Wednesday should be observed as non meeting days.

This issues with approval of Competent Authority.



**(KAMAL MALHOTRA)**  
**DY. LABOUR COMMISSIONER (ADMN.)**

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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. PA to Labour Commissioner.
4. ✓ System Analyst, Labour Department with the request to upload this on the website of Labour Department.
5. Guard file.



**DY. LABOUR COMMISSIONER (ADMN.)**