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   Dated:

CIRCULAR

While concluding the meeting of the Pr. Secretaries/Secretaries/ HODs held on 12.09.2013, Chief Secretary, Govt. of NCT of Delhi has made the following observations:-

1. Cabinet Notes, seeking approval of the Chief Minister for being placed before the Cabinet, must have the prior approval of the Minister concerned. The file to the Minister of the Department should not be routed through the Chief Secretary. The Principal Secretary (Finance) also desired that the approval of the Minister be obtained before the file is sent to the Finance Department.

2. The approval of a proposal should **not** be sought on a fresh page. In case it becomes unavoidable then the proposal should be recapitulated in two or three lines to prevent misuse of the page. The other option would be to continue a few lines on the fresh page.

3. Page numbering and para numbering must be done.

4. Unused pages must be cancelled.

5. The officer submitting the file must leave adequate space on the page on which he concludes, for the officer to whom the file is submitted. Again, if too little space is available, the note can always be carried on to the next page.

This issues with approval of Competent Authority.

(B. S. THAKUR)
DY. LABOUR COMMISSIONER (ADMN.)

No. F.1/31/802/LC/Estt./12/Pt. file/3419   Dated: 28/10/2013

Copy forwarded for information and necessary action/compliance to:

1. Secretary (DBOCWWB), Vikas Bhawan-II, Delhi.
2. Addl. Labour Commissioner, Labour Deptt., 5-Sham Nath Marg, Delhi.
3. Joint Labour Commissioner (HQ), Labour Deptt., 5-Sham Nath Marg, Delhi.
4. All Jt./Dy. Labour Commissioners (Districts), Labour Deptt., Delhi/New Delhi.
5. All Branch Incharges, Labour Department, Delhi.
6. PA to Secretary-cum -Labour Commissioner.
7. System Analysist, Labour Department with the request to upload this on the website of Labour Department.
8. Guard file.

DY. LABOUR COMMISSIONER (ADMN.)