

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

F. No.F.1/31/802/LC/Estt./12/Pt.File

Dated:

**CIRCULAR**

Due to deployment of staff in Delhi Assembly Elections 2013, the disposal of official work of the deptt. has been reduced. Now, the deployed officers and staff have returned from election duty, all JLCs/DLCs/Branch Incharges of the deptt. are hereby directed to emphasize on the following points:-

1. Punctuality in attending/leaving the office.
2. Disposal of VIP references in 07 days.
3. Disposal of court cases by holding courts, on Saturdays.
4. Improving the hygiene, sanitation and cleanliness of the surrounding area.
5. Quick disposal of claim cases under the Employees Compensation Act, 1923, M.W. Act, 1948 & The Delhi Shops & Estt. Act, 1954.
6. Disposal of complaints received from workers/unions within 15 days.
7. Timely publication of Awards received from Labour Court/Industrial Tribunal.
8. Quick disposal of Industrial Disputes.
9. Quick disposal of applications received for recovery under sec. 33(c)(1) of the I.D. Act, 1947.

All JLCs/DLCs are also directed to supervise the staff working under their control for compliance of the above points.

This issues with the prior approval of Secretary-cum-Commissioner (Labour).

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(V.S. ARYA)  
JT. LABOUR COMMISSIONER  
(HQ)  
TEL-23977832

F. No.F.1/31/802/LC/Estt./12/Pt.File/4360

Dated: 27/12/2013

Copy forwarded for information and necessary action to:

1. Addl. Labour Commissioner, Labour Deptt., 5-Sham Nath Marg, Delhi.
2. All Jt./Dy. Labour Commissioners (Districts), Labour Deptt., Delhi/New Delhi.

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3. All Br. Incharges, Labour Deptt., 5-Sham Nath Marg, Delhi.
4. Dy. Labour Commissioner (Admn.), Labour Deptt., 5-Sham Nath Marg, Delhi.
5. PA to Secretary-cum-Labour Commissioner.
6. PA to Joint Labour Commissioner (HQ), Labour Deptt., 5-Sham Nath Marg, Delhi.
7. System Analyst, Labour Department with the request to upload this on the website of Labour Department.
8. Guard file.

**JT. LABOUR COMMISSIONER**  
**(HQ)**  
**TEL- 23977832**