

OFFICE OF THE LABOUR COMMISSIONER  
GOVERNMENT OF NCT OF DELHI  
LABOUR DEPARTMENT  
5-SHAM NATH MARG, DELHI-110054

No.Addl.LC./2014/300

Dated: 15.9.14

CIRCULAR

The officers have been time and again directed to ensure that each paragraph of the noting in each file shall be numbered and file shall be properly docketed, while submitting it to Senior Officers.

The Chief Secretary has expressed his concern on this issue in the meeting of Pr. Secretaries/Secretaries/HODs held on 09.09.2014.

The officers are therefore, once again reiterated to ensure the above compliance.

  
(Dr. Rajender Dhar)

Addl. Labour Commissioner

To

1. All DLCs/JLCs/Distt. Incharges.
2. Chief Inspector of Factories.
3. Electrical Inspector.
4. Asstt. Labour Commissioner (Admn.)
5. Accounts Officer.
6. Planning Branch.
7. System Analyst to upload the copy on the website of Labour Department.

Copy to:-

PA to the Secretary-cum-Labour Commissioner for information.