

OFFICE OF THE SECRETARY CUM COMMISSIONER (LABOUR)

GOVERNMENT OF NCT OF DELHI

C-BLOCK, 5 SHAM NATH MARG, NEW DELHI-110054.

TELEPHONE NO. 23951115.

No. PA/SLC/2016/254

Dated:-18/05/16.

Circular

As we are aware monitoring of various parameters to ascertain the progress of work/activities infuse a sense of motivation and competition among the Government functionaries. The Department of Labour earlier used various parameters/variables to monitor the progress of various activities of Department. However, the Department is not receiving progress reports from various districts timely which is creating confusion about the progress made by the various districts and Department as a whole.

The Department has accordingly reviewed the position to enhance pace of submission of report to ascertain the progress on various tasks assigned to monitor their progress month-wise, District/Inspectorate-wise. The performa as devised earlier and in vogue will continue to be used. However a column be added to capture the progress made during current month.

It is, therefore, reiterated that all District Heads/ Inspectorate should provide monthly progress report in the proforma devised by 5th of following month positively to Planning Branch of Labour Department. The Assistant Director (Planning) should compile the data and submit a consolidated report to Secretary(Labour) by 10th of following months so that cumulative progress district- wise/Inspectorate-wise can be discussed in the 2nd weekly meeting of the month.

It is also decided that the next meeting of District Heads/Inspectorate Heads will be held on 20.05.2016, in which the progress reports as submitted by

District Heads/Inspectorate will be reviewed therefore, all concerned are directed to bring progress report on all progress indicators pertaining to Employees Compensation Act, Payment of Wages Act, Shops & Establishment Act, Payment of Gratuity Act, Working Journalist Act, conciliation Cases under ID Act, Payment of Bonus Act, Contract Labour Act, Child Labour Act, and BOCW Act.

This should be treated most urgent.

(K.R.MEENA)

Secretary cum Commissioner(Labour)

Copy to:-

1. Addl. LC- I/II
2. All District Heads.
3. Director (ISH)
4. Deputy E.I.
5. DLC (Planning)
6. DLC (Care-taking)
7. DLC (Welfare Board)
8. DLC (DBOCWWB)
9. ✓ System Analyst
10. Guard file.