

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE LABOUR COMMISSIONER
5-SHAM NATH MARG, DELHI-110054

F.1473/Misc./LC/Estt./09/ 104

Dated :- 12/01/18

CIRCULAR

In compliance of instructions received from AR Department, Govt. of NCT of Delhi during the inspection carried out on 04.01.2018 (Thursday), all the Branch in charge(s)/ District in charge under control of Labour Department GNCTD are hereby directed to maintain the casual leave Register with them^m their close custody with strictly deduction of casual leave taken by each employee under their control for the calendar year 2018. They must ensure that all the officer/officials have registered them with bio-matric attendance of this office and all their staff is regular/punctual, because inspection will continue by AR Department for each month during calendar year 2018.

Further, they should ensure that all statutory Register(s) /Records are kept in their office in proper order as per Manual of Office Procedure(MOP) for future inspection/audit and onward submission of ATR time to time to the higher authorities

This issue with prior approval of competent authority.


(Nita Sharma)

Dy. Labour Commissioner(Admn.)/HOO
011-23963334

Dated :- 12/01/18

F.1473/Misc./LC/Estt./09/ 104

Copy endorsed to:-

1. PA to Secy-cum-Commissioner Labour., Labour Department .
2. PA to Spl. Commissioner (Labour), Labour Department
3. PA to Addl.I/Addl.II, Labour Department
4. All DLCs/ALCs/Branch/District, Labour Department.
5. Guard File.


Dy. Labour Commissioner(Admn.)/HOO