

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

F.1/31/802/LC/Estt./ 12/Pt.file 3296

Date:- 22/11/2018

CIRCULAR

It has been noticed by worthy Secretary-Cum-Commissioner (Labour) that various part files are being submitted by Labour Department creating confusion unnecessarily.

Therefore, all the Officers/Official of Labour Department are hereby directed to place the matter before Secy.-Cum-commissioner(Labour) only on the original file of the subject. And if any original file is already under submission and there is an urgency, in such circumstances, the separate part file of such subject matter may be submitted alongwith the reason submission explaining where about of original file in NOTE-SHEET.

All office in-charge/Branch in-charge of Labour Department must ensure compliance of these instruction in future.

This issues with the prior approval of the Competent Authority.


(NITA SHARMA)

Dy. Labour Commsioner (Admn)

F.1/31/802/LC/Estt./ 12/Pt.file/3296

Date:- 22/11/18

Copy forwarded for information and necessary action to:-

- 1.PA to Secy.-Cum-commissioner (Labour) GNCT of Delhi
- 2.PA to Addl.LC-I & II, Labour Deptt. Delhi
- 3.All JLCs/DLCs/Branch in-charge/Distt Offices, Labour Department GNCT of Delhi
4. System Analyst with the request to upload this circular on the website on the Department.
5. Guard file


Dy. Labour Commsioner (Admn)