

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

No.F.1/31/692/Misc/2018/Pt.file-III/703

Dated: 15/03/2019

CIRCULAR

It has been observed that the various branches of the department do not comply with the various provisions of the Central Secretariat Manual of Office Procedure on the subject matter of noting, paging and paragraphing of the documents- papers in the files submitted to the officers.

All the District/Branch In-charges/Officers are directed to ensure that the staff working under them follows the provisions meticulously and maintains proper files in accordance with the provisions of the Manual of Office Procedure as below:-

Maintenance of record:-

1. Dealing hand should ensure that all torn / mutilated pages are laminated/ pasted.
2. File should contain proper page numbering on the note and the correspondence' side.
3. When the 'notes' plus the 'correspondence' portion of a files becomes bulky (exceeds 150 pages), it will be stitched and marked 'Volume-I'. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume-II', and so on.
4. Necessary visible flagging should be done and all unwanted flags should be removed.
5. Paragraphs should be properly numbered and note should always be typed in font size 12-14 and with proper spacing.
6. All notes should be concise and to the point. Relevant extract of a rule or instruction is to be placed on the file.
7. The dealing hand will append his/ her full signature with date on the left below his/ her note. An officer will append his/ her full signature on the right hand side of the note with name, designation and date.

Contd...

8. Sufficient space not less than one quarter of the page should be left below the last recorded note in the note sheet of the file to facilitate recording of observations.
9. A small margin of about one inch will be left on all sides of each page of the note sheet to ensure better reservation of notes recorded on the files.
10. While submitting the file to officers two extra blank note sheets should be added to the noting portion after completing the note.

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



(ANITA RANA)

Dy. Labour Commissioner (Admn)/HOO

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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 of the Department.
5. Guard file.



Dy. Labour Commissioner (Admn)/HOO