

**OFFICE OF THE SECRETARY-CUM- LABOUR COMMISSIONER
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
5-SHAM NATH MARG, DELHI-110054
Email : labouradm@gmail.com Ph. No. : 011-23963334**

No.F.1/31/704/LC/Estt./2011/3183-88
To

Dated 25/9/2019

1. The Addl. LC-I
Labour Department,
5, Sham Nath Marg,
Delhi-110054.
2. The CIF/Dir.(ISH),
Dte. of ISH,
Labour Department,
Govt. of NCT of Delhi.
3. The Dy. Electrical Inspector,
Electrical Branch,
Labour Department,
Govt. of NCT of Delhi.

SUB: Foundation Training of newly recruited Grade-II (DASS)/ASO.

REF: No.F. 8(1)(11)/UTCS/2019-20/ASO/TS-IV/6038 dated 03.09.2019

Sir

Please refer to letter and subject mentioned above vide which Dte. of Training (UTCS) has informed that newly recruited Assistant Section Officers in two groups of 20 candidates each have been deputed to the Labour department on 30.09.2019 (Group-I) and 01.10.2019 (Group-II) for foundation training programme/ on the job training. The participants/ trainee are to be given an overview of the functioning and responsibilities of the department, of the applicable Acts and Rules and, if feasible a brief look into the actual working of the department.

The newly recruited ASO shall be briefed/ addressed by Dr.Rajender Dhar, Addl.L.C., Sh.S.Pandia Rajan, Director (ISH) and Sh.Mukesh Gupta, Dy. Electrical Inspector on 30.09.2019 and 01.10.2019 as scheduled under :

Dr. Rajender Dhar, Addl.L.C.	:	11:00 AM-11:45 AM	Brief overview of functioning and responsibilities of IRM
TEA BREAK	:	11:45 AM -12:00 PM	
Sh. S. Pandia Rajan, Director (ISH)	:	12:00 PM-12:45 PM	Brief overview of functioning and responsibilities of Factory Section
Sh. Mukesh Gupta, Dy. Electrical Inspector	:	12:45 PM- 01:30 PM	Brief overview of functioning and responsibilities of Electrical Section
LUNCH	:	01:30 PM - 02:00 PM	

Yours faithfully


25.9.19
(ANITA RANA)

Dy. Labour Commissioner (Admn.)

Encl: As above

No.F.1/31/704/LC/Estt./2011/

Dated

Copy forwarded for information to :-

1. P.A. to Secy.-cum-LC, Labour Department, GNCT of Delhi, Delhi.

Copy forwarded for information and necessary action to:-

1. System Analyst, EDP Cell, Labour Deptt., with the request to upload the above circular on the website of the department.
2. ALC (Caretaking), Labour Department to arrange the refreshment/ lunch for participants.


25.9.19
Dy. Labour Commissioner (Admn.)