

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE SECY-CUM-COMMISSIONER (LABOUR): ADMINISTRATION
BRANCH

5 SHAM NATH MARG, DELHI-110054
Email: labouradm@gmail.com Ph. No. : 011-23963334

F.1/31/704/LC/Estt./2011/4209

Date: 28/11/2019

To

1. Dr. Rajender Dhar,
Addl.L.C.-I,
Labour Department,
GNCTD
2. Sh. K.R. Verma,
Addl.L.C.-II,
Labour Department,
GNCTD
3. Sh. Pandia Rajan
CIF/Dir.(ISH)
Labour Department,
GNCTD
4. Sh. Mukesh Gupta
Dy. Electrical Inspector
Labour Department,
GNCTD

Sub: **Foundation training of newly recruited Grade-II(DASS)/ASO**

Ref: F.No.8(1)(11)/UTCS/2019-20/ASO/TS-IV/7702 dated 19.11.2019

Sir,

Please refer to the letter and subject mentioned above vide which Dte. of Training(UTCS) has informed that newly recruited Assistant Section Officers in two groups of 17 & 18 candidates have been deputed to the Labour Department on 06.12.2019(Group-I) and 10.12.2019(Group-II) for foundation training programe/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. K.R. Verma, Addl.L.C.; Sh., Pandia Rajan, Director(ISH) and Sh. Mukesh Gupta, Dy. Electrical Inspector on 06.12.2016 & 10.12.2019 as per the schedule below:-

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-12:00PM	
Sh. S.Pandia Rajan,	:	12:00 PM-12:45 PM	Brief overview of functioning and

Director(ISH)			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	
Sh. K.R. Verma, Addl.L.C.	:	02:00 PM-02:45 PM	Brief overview of functioning and responsibilities of EDP cell & Delhi Labour Welfare Board.

Yours Faithfully


27.11.19
(ANITA RANA)

DY. LABOUR COMMISSIONER(ADMN.)

Encl: As Above

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Copy forwarded for information to:-

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


27.11.19
DY. LABOUR COMMISSIONER(ADMN.)