

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE SECY-CUM-COMMISSIONER (LABOUR): ADMINISTRATION BRANCH
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F.215/ACR/Ex-Cadre/Addl-LC/Lab/2019/860-867

Date: 03/03/2020

CIRCULAR

1. Please find enclosed the OM No. F.No4(1)/2017/Misc./S-IV/081452118/Supt Cood/6087-6093 dated 27.11.2019 of the Services Department, GNCTD on the subject- Introduction of "Annual Health Check-up Scheme for all Govt. Employees of GNCTD aged 40 years and above. It is informed that as per the said OM, the APAR without the summary of health report shall be treated as incomplete and may be taken as "Adverse".
2. In this regard, kind attention is invited to this office circular of even number dated 20.11.2019 vide which revised APAR for Ex-cadre employees (Gazetted & Non-Gazetted) of the Labour Department was circulated incorporating the summary of health report.
3. Further, it is directed that all the concerned employees of the Labour Department aged 40 years and above shall get their medical examination done after taking permission from the Head of Office in case of employees posted at Headquarters and District-In-charge in case of employees posted at District Offices. However, District-In-Charges shall get their medical examination done after taking the permission from Head of Office. Formats of Authorization letter by the HOO/District-In-Charge and undertaking by the beneficiary are also enclosed herewith.
4. The employees of the Labour Department can get their medical examination done from any of the empanelled hospitals and amount @Rs. 2000/- for Male and @ Rs. 2200/- for Female will be reimbursed to the employee concerned in terms of the above cited OM.

This issues with the approval of Competent Authority.

Encl: As above



(ANITA RANA)

DY.LABOUR COMMISSIONER(ADMN.)

F.215/ACR/Ex-Cadre/Addl-LC/Lab/2019/860-867

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Copy for information & necessary action to:-

1. PA to Secy-Cum-Labour Commissioner, Labour Department, GNCTD
2. PS to Spl. Labour Commissioner, Labour Department, GNCTD
3. PPS/PA to Addl. LC-I & Addl. LC-II, Labour Department, GNCTD
4. PA to Dy.Labour Commissioner(Admn.), Labour Department, GNCTD
5. All Branch-In-Charges/District-Incharges with the request to ensure strict compliance of the above in respect of employees under their control

6. Accounts Branch with the request to make necessary provisions in their budget under relevant head "Medical Treatment" to meet expenses with immediate effect.
7. System Analyst with the request to upload on the website of the Labour Department
8. Guard File



DY. LABOUR COMMISSIONER (ADMN.)

Authorization letter for mandatory "Annual Health Check-Up"

Mr./Mrs./Ms.....D.O.B.....Designation.....drawing salary from Labour Department who has attained the age of 40 years on and duly covered under the "Annual Health Check-up Scheme" of Govt. of NCT of Delhi, is authorized to undergo "Annual Medical Examination" from any of the empanelled Government/Private hospital, in the month of..... for the year.....

The prescribed test will be conducted by the empanelled Government/Private Hospital@ Rs. 2000/- for male and Rs.2200/- for Female in accordance with DGHS O.M. dated 05/11/2019. "The employee concerned may apply for reimbursement along with copy of complete health report along with summary in original.

Name of HOO/District-In-Charge.....

Designation with seal.....

Labour Department

Date.....

**UNDERTAKING BY THE BENEFICIARY FOR MANDATORY ANNUAL
HEALTH CHECK-UP SCHEME**

I may be allowed to undertake the pathological/diagnostic tests from the
empanelled Government/private hospitals in accordance with services department
O.M. No.4(1)(2017)/Misc./S-IV/081452118/Suptcood/6087-6093 dated
27/11/2019.

I hereby, certify that I have not undertaken any of the above tests under the scheme
during the year.....

Signature.....

Name.....

Date of Birth.....

Designation.....

Identity Card No.....

Branch & Contact Number.....