

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE SECY-CUM-COMMISSIONER (LABOUR): ADMINISTRATION BRANCH
5 SHAM NATH MARG, DELHI-110054

Email: labouradmn@gmail.com

Ph. No. : 011-23963334

F.1/31/692/Misc./2018/Pt.file-III/3300-3306

Date: 28/10/2020

CIRCULAR

Subject: Weeding out of old records and digitize important records for future references

Please find enclosed a copy of circular of even number dated 15.05.2020 on the subject "*Reviewing and weeding out of old and unwanted records in Labour Department*" vide which it was directed that a committee at District & Branch Level to be constituted to prepare a detailed list of record that can be weeded out as per the extant rules and put it up for the approval of HOD.

This point also came up during the meeting of the Hon'ble Minister(Labour) and a decision was taken to weed out old records and digitize important records for future references. The minutes of the meeting are enclosed herewith for ready reference.

It is therefore reiterated that the directions of the circular dated 15.05.2020 be strictly complied with and a detailed list of important records which can be digitized(including an estimate of the number of pages) be provided to the undersigned within 2 weeks of the issue of this circular.

This issues with prior approval of the Competent Authority.

Encl: As above


(ANITA RANA)^{28/10}

DY LABOUR COMMISSIONER(ADMN.)

F.1/31/692/Misc./2018/Pt.file-III/3300-3306

Date 28/10/2020

Copy for information and necessary action to:-

1. PS to Secretary.-Cum-Commissioner(Labour), Labour Department, GNCTD
2. PPS to Spl. Secretary-Cum-Spl Commissioner(Labour), Labour Department, GNCTD
3. PA to Addl.L.C, Labour Department, GNCTD
4. All District-In-Charges, Labour Department, GNCTD
5. All Branch-In-Charges, Labour Department, GNCTD
- ✓ 6. System Analyst with the request to upload it on the website of the Labour Department
7. Guard file


DY LABOUR COMMISSIONER(ADMN.)^{28/10}

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Government of National Capital Territory of Delhi
Office of the Secy-Cum-Labour Commissioner
(Administration Branch)
5-Sham Nath Marg, New Delhi-110054

Email:-labouradm@gmail.com

No.F.1/31/692/Misc./2018/Pt.file-III/1206

Phone no:-011-23963334

Dated: 15.05.2020

CIRCULAR

SUBJECT: REVIEWING AND WEEDING OUT OF OLD AND UNWANTED RECORDS IN LABOUR DEPARTMENT.

AR Department, GNCTD vide OM No. F.15/10/2014/AR/Vol.II/15508-15667 dated 08.12.14 issued guidelines regarding weeding out of old and unwanted records. Para (4) of the said OM is reproduced below:

"4. Weeding out of Old and unwanted records: Old and unwanted record should be weeded out (Para 113) time to time as per Record Retention Schedule issued by Déptt. of Administrative Reforms & Public Grievances, GFR, CPWD Manual etc. to get more space in the office."

In reference to above and provisions of Para 113, 'Review and Weeding of Records' of Central Secretariat Manual of Procedure (CSMOP), all the District heads and Branch In-charges at the Head Quarter are advised to launch a special drive for reviewing and weeding out old and unwanted records as per Record Retention Schedule issued by the Deptt. of Administrative Reforms & Public Grievances, Govt. of India, retention schedule as prescribed in various Acts & Rules of Labour Laws and other such Acts & Rules for which powers have been conferred upon the officers of Labour Department, GFR, CPWD Manuals etc.

A committee at District & Branch Level to be constituted for this purpose. Prior to weeding out of the records, respective committee shall put up a detailed list of such records, duly categorized as per the provisions of Para 113 of CSMOP and mentioning the period for which that record has been kept in consonance of the Record Retention Schedule, for the approval of HOD.

An action taken report to be submitted accordingly within 30 days of the issue of this circular.

The copy of the Manual of Office Procedure as well as Record Retention Schedule can be downloaded from the official website of the Department of Administrative Reforms and Public Grievances, Government of India i.e. <http://www.darpg.gov.in> for ready reference.

This issue with the prior approval of the Competent Authority.

(NARENDRA SINGH)

Dy. Labour Commissioner

Dated: 05.2020

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

Copy to:

1. PA to Secretary-cum-Commissioner, Labour Department, GNCT of Delhi.
2. PPS to Special Labour Commissioner, Labour Department, GNCT of Delhi.
3. PA to Addl. Labour Commissioner, Labour Department, GNCT of Delhi.
4. All the Branch In-charges, Head Quarters, Labour Department, GNCT of Delhi.
5. JLC/DLC, District Heads, Labour Department, GNCT of Delhi.
6. System Analyst-with the request to upload this order on the website of the Department, GNCTD.
7. Guard File.

Dy. Labour Commissioner

5096/Adm
15/10/2020Jyoti Prakash
14/10/20

13/10/2020

Urgent

**GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE MINISTER
OF ENVIRONMENT, FOREST & WILDLIFE, DEVELOPMENT,
GENERAL ADMINISTRATION, LABOUR AND EMPLOYMENT
7TH LEVEL, A-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI - 110002
(Tel. No. 011-23392109, Fax -23392033)**

No: PA/MoLE/2020/1925

Date: 12.10.2020

MINUTES OF MEETING

A review meeting of Labour Department, Directorate of Employment and DBOCWWB was convened by Hon. Minister of Labour on 08.10.2020. The list of participants is attached.

The following points were discussed and decisions taken:

1. At the start of the meeting, Hon. Minister asked the status of registration of construction workers. Secretary (DBOCWWB) informed that till date, 01,64,680 number of workers applied through online portal, out of which approx. 55,000 have already been registered. He further informed that 64,706 forms are pending for verification by the workers, 17,440 forms are pending for decision of officer concerned. Approx. 5448 forms are pending for seeking digital signatures. Secretary (DBOCWWB) also informed that 17064 registrations due for renewal have been lapsed due to expiry of timeline and 4224 number of forms has been rejected. The Hon. Minister then directed that cases pending for approval/digital signature should be cleared in 07 days.
2. Hon. Minister directed the Secretary (DBOCWWB) to attend the next meeting well prepared with the number of workers registered online w.e.f. date of enforcement of lockdown due to COVID-19 and all other related statistics.
3. The matter regarding annual renewal of registered workers was discussed and it was informed that total 5469 number of workers have not visited concerned district for verification. Hon. Minister the directed that SMS Messages to be sent to these workers for renewal in advance. A method may also be devised for sending messages well in advance for renewal of registered workers in future.

JLC (Hq.)

- The Hon. Minister directed Secretary (DBOCWWB) that he should carry out inspection on zonal offices to sort out shortcomings and dispose off pendency and other urgent issues.
5. The matter regarding extending the facility of DTC bus passes to registered construction workers was discussed. The Hon. Minister then directed that the matter may be processed and put up to him at the earliest.
6. On the matter of shifting of data from existing servers of NIC to servers of newly hired agency; the Hon. Minister gave directions that the matter may be resolved at the earliest.
7. The matter regarding non-payment of salary to the extra security guards deployed during lockdown was discussed. The Hon. Minister directed that full salary to such guards should be got released immediately.
8. Special Commissioner of Labour informed that the 'Shramik Helpline No. 155214' is working between 10:00 AM to 06:00 PM. The Hon. Minister directed that a fortnightly report of functioning of this helpline be sent to this office so as to monitor the resolution of complaints and its disposal.
9. The matter regarding allocation of budget to DBOCWWB was discussed. The Hon. Minister directed to pursue the matter and take necessary action.
10. The matter regarding functioning of 'Rozgar Portal' was discussed and it was informed that 'Rozgar Portal' has been streamlined and there is no pendency as of now.
11. It was informed that the file regarding hiring of consultant related to 'Rozgar Portal' has been sent to IT Department. Hon. Minister directed to pursue the matter and take necessary action at the earliest.
12. It was informed that some complaints have been received wherein money has been demanded from jobseekers by the employers who are registered on 'Rozgar Portal' of Directorate of Employment. It was informed that these complaints are being examined. The Hon. Minister then directed that the name of such employers may be deleted from portal after due examination.
13. In addition to the aforementioned points, following points were also discussed:
- Labour Welfare Board to be constituted
 - Mathadi Act
 - Minimum Wages - Monitoring mechanism to be established

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d. Process of filling vacancies in the Labour Department and pursue Administrative Reforms Department for increase of posts. ✓

e. Private Placement Agency Bill

f. Remaining services to be made online on e-District portal

g. Third party inspection of lifts and online system to be made

h. Weeding out of old records and digitize important records for future references

i. Renovation of existing district offices

j. Proper setting up of two new districts – South East and Shahdara

Special Commissioner of Labour informed that the aforementioned works are in progress and action is being taken to dispose off these matters in an expeditious manner.

SSA
Mr Gupta
to pu
up
SC
yard
12.10.20
VIVEK KUMAR TRIPATHI
Secretary to Minister

To:

1. Pr. Secretary-cum-Commissioner of Labour
2. Pr. Secretary-cum-Director of Employment
3. Special Commissioner of Labour
4. Secretary, DBOCWWB