

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

**LABOUR DEPARTMENT
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F.No.1/31/936/LC/Estt./17 | 1147-1152

Date: 08/03/2021

CIRCULAR

Secretary-cum-Commissioner (Labour) has expressed her displeasure on the practice of opening a part file to deal with issues which are not of urgent nature. This practice also results in unnecessary creation of number of files and on occasions it has also come to the notice that part files are not merged with the main file even after disposal of the matter, thereby causing break in communication or loss of information. Sometimes part files are opened without creating CD Number which results in lack of monitoring and undue delay thereby defeating the purpose of opening part file.

Attention of all the Officers, District Heads and Branch In-charges is invited on the provision of creation of Part file as enumerated in the Manual of Office Procedure and are advised to ensure adherence with the said provision.

"If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. Where two or more part files are opened, each will be identified by a distinct number, e.g. part files I, part file II or part file 'A', part file 'B' and so on. Once the main file returns the part files will be merged with it, after removing duplicate papers, if any.

In a computerized environment appropriate entry will be made in the computer, so that easy tracking is facilitated for the purpose of merging of the part file with the main file."

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



(ANITA RANA)

DEPUTY LABOUR COMMISSIONER (ADMN)/H.O.O

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Copy to:

1. P.A to Secretary cum Commissioner (Labour), Labour Department, GNCTD.
2. P.P.S to Special Labour Commissioner, Labour Department, GNCTD.
3. P.A to Additional Labour Commissioner, Labour Department, GNCTD.
4. All Branch In-charges at Head Quarters/All District Heads.
5. System Analyst, Labour Department, GNCTD with request to upload this order on the website of the Department.
6. Guard File.



DEPUTY LABOUR COMMISSIONER (ADMN)/H.O.O