

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE LABOUR COMMISSIONER
5, SHAM NATH MARG, DELHI-110054

No.F.1(31)/620/Estt./09/

Dated:

OFFICE ORDER

Subject:-Centralization of Administration and Accounts of Labour Department from District Offices to Head Quarter.

It has been decided to centralize the work of Administration and Accounts at Head Quarter Level, therefore, the powers delegated to JLC/DLC as Head of Office and ALC/LO as DDO vide order No.F.1/31/620/LC/Estt./09/7429 dated 27.02.2009 shall stand withdrawn from the financial year 2014-15.

The Head of Office/Drawing & Disbursing Officers of all the district offices of Labour Department are directed to follow the Action Plan as detailed hereunder:-

- I. The district offices will release all the pending dues of all the staff posted under their control and complete the records in all respect upto 31.03.2014 and furnish a certificate that no arrears/claims in respect of officers/officials are pending in the districts, as the salary and other allowances of the staff posted in Nine Districts will be prepared at Head Quarter level from the Financial Year 2014-15.
- II. The LPCs of the staff will be issued after drawing the salary for the month of February, 2014 by 28.02.2014.
- III. The district offices will submit the reconciliation statement duly verified by the concerned PAO by 05.04.2014.
- IV. All the accounts record viz. PBRs, Bill Register, Office copy of all the Bills passed by the districts, cash book etc. during the tenure of the districts will remain in safe custody of the districts till CAG Audit & Internal Audit is completed by them in all respect. Settlement of all the fresh & old outstanding Audit Paras/TANs shall be sole responsibility of the districts concerned even after centralization of work.
- V. All the service records of all the Group C & D staff working in the district offices should be completed in all respect before forwarding to same to the Head Quarter.
- VI. Settlement of all the disputes of Income Tax Department or from any other department shall be sole responsibility of the districts concerned even after centralization of work.
- VII. The JLC/DLC and ALC/LO of the respective districts **shall not exercise** their powers as HOO and DDO respectively **w.e.f. 01.03.2014 in r/o Salary Bills and w.e.f. 01.04.2014 in r/o all the other bills.**
- VIII. Administration Branch will issue an office order regarding transfer of all the Officers/Officials posted in various districts to HQ for pay purpose and transfer of all the posts presently at the strength of District Offices to Headquarter.

This issue with the prior approval of Secretary-cum-Commissioner (Labour).

(V.S. ARYA)

JOINT LABOUR COMMISSIONER
(ADMINISTRATION)/HEAD OF OFFICE

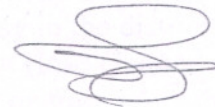


No.F.1(31)/620/Estt./09/5356

Dated: 26/02/14

Copy to:

1. Additional Labour Commissioner, Labour Department, 5-Sham Nath Marg, Delhi-110054.
2. Controller of Accounts, Pr. Accounts Office, A & B Block, Vikas Bhawan, New Delhi-110002.
3. Sr. A.O. (SS-III), Principal Accounts Office (Audit), AGCR, New Delhi.
4. Sr. A.O. Internal Audit, Dte. of Audit, Delhi Sachivalaya, New Delhi.
5. The Director, Dte. of Estates, M/o of Urban Devlopment, Nirman Bhawan, New Delhi.
6. All The JLC/DLC/HOO, of all Nine Districts of Labour Department i.e. District South, South-West, North, North-West, West, East, North-East, Central and New Delhi for necessary action on points No.I to VII.
7. Pay & Accounts Officer, PAO concerned through HOO district concerned.
8. Assistant Labour Commissioner (Admn.), Labour Department, 5-Sham Nath Marg, Delhi-110054 for necessary action on point No. VIII.
9. Accounts Officer/DDO, Labour Department (HQ),
10. PAO-XI, Old Sectt., through DDO (HQ).
11. Assistant Director (Planning), Labour Department, 5-Sham Nath Marg, Delhi-110054.
12. Assistant Housing Commissioner, Labour Department, Karampura, New Delhi.
13. PA to Secy-cum-Commissioner (Labour).
14. System Analyst to upload the same on the website of Labour Department.
15. Guard File.



(V.S. ARYA)

JOINT LABOUR COMMISSIONER
(ADMINISTRATION)/HEAD OF OFFICE