

GOVT. OF NCT OF DELHI
OFFICE OF THE LABOUR COMMISSIONER
LABOUR DEPARTMENT,
5-SHAM NATH MARG, DELHI-110054

No.F.5(404)/2006/LC/Acctts./

Dated:

Sub:- Action Plan to be followed in view of the Centralization of Accounts of Labour Department from district offices to HQ.

In continuation to this office circular of even number dated 27.02.2014 on the above mentioned subject, the JLCs/DLCs of all the district Offices are further directed to follow the instructions as detailed below :-

1. The Telephone/Electricity/Water Bills must be sent to Dy. Labour Commissioner(Caretaking) atleast 10 working days in advance from the last date of payment of the respective bill after verifying the payment on body of the bill to enable this office to make the payment well in time. Late payment charges and disconnection will be sole responsibility of the concerned district.
2. All the challans of revenue receipt must be deposited in SBI, Old Secretariat, Delhi mentioning therein the Pay and Accounts Office as PAO-XI. The list of Challans deposited with previous PAO after 01.04.2014, be furnished to this office **by 30.04.2014**. It may be noted that the security deposit amount is to be **credited in Major Head "8443" and not in Revenue Receipt Head "0230"**.
3. All the GPF Withdrawl/Advance Cases, Tution Fee Claims, Medical Claims etc. of the staff should be sent to Administration Section instead of sending the same directly to Accounts Branch.

(V.S. Arya)

Joint Labour Commissioner/HOO

The JLC/DLC of all the nine districts of Labour Department Govt. of NCT of Delhi (Distt.....)

U.O.No.F.5(404)/2006/LC/Acctts./ 208

Dated: 25/04/2014

Copy to:-

1. PA to Secy-cum-Commisioner (Labour).
2. System Analyst to upload the same on the website of Labour Department.
3. DLC (CT), Labour Deptt. for information

(V.S. Arya)

Joint Labour Commissioner/HOO

Circular