

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH**  
**LABOUR DEPARTMENT**  
**5, SHAM NATH MARG, DELHI-110054**  
**ciflab.delhi@nic.in**

F. No. 27(11)/CIF/Lab/98/3695

Dated:- 20-11-17

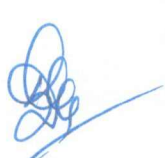
**ORDER**

In view of constituting and performing the duties of Member-Secretary of Local and District Crisis Groups of districts of NCT of Delhi and consequent upon assuming charge of Director (ISH) by the undersigned, the following process flow and redistribution of work amongst the officers of the Directorate of Industrial Safety & Health is ordered with immediate effect. This order shall supersede all earlier orders in this regard.

**1. Work distribution amongst Dy. Directors (ISH)**

| <b>S. No.</b> | <b>Name of the Dy. Director (ISH) and Member-Secretary of District Crisis Group.</b> | <b>Districts placed under control and supervision</b> | <b>Charter of Duties</b>   |
|---------------|--|---|--|
| 1.            | Sh. J. N. Jain   | East, West & South West                               | To assist the Director (ISH) in the matters relating to :-<br>1. Member-Secretary of District Crisis Groups of his Districts.<br>2. Work related to online projects implementation, updating online data of his districts in Shram Suvidha Portal and other computerization work.<br>3. Renewal/Amendment of Licence.<br>4. Monitoring work related with MAH Installations/Distt./Local Crisis Groups.<br>5. Monthly/ Quarterly reports of the Directorate and FAS Reports.<br>6. Amendment of Delhi Factories Rule, 1950 and issue of Notifications.<br>7. Work related to Safety Awards.<br>8. Supervision of the working of the District offices.<br>9. Parvi officer for court cases contested at High Court and Supreme Court of Districts under his control and any other work assigned from time to time. |

Contd. .... 2/P.

|    |   |                                      |  |
|----|---|--------------------------------------|--|
| 2. | Sh. S. P. Rana  | North<br>North West &<br>North East. | To assist the Director (ISH) in the matters relating to: - <ol style="list-style-type: none"><li>1. Member-Secretary of District Crisis Groups of his Districts.</li><li>2. Reply of queries under the RTI Act, 2005 of Directorate.</li><li>3. Lok Sabha/ Rajya Sabha/Vidhan Sabha Questions of Directorate.</li><li>4. Work related to online projects implementation, updating online data of his districts in Shram Suvidha Portal and other computerization work.</li><li>5. Renewal/Amendment of Licence.</li><li>6. Issuance of Competency Certificates.</li><li>7. Monitoring work related with MAH Installations/Distt./Local Crisis Groups.</li><li>8. Supervision of the working of the District office.</li><li>9. Parvi officer for court cases contested at High Court and Supreme Court of Districts under his control and any other work assigned from time to time.</li></ol>                         |
| 3. | Sh.P. K. Goswami<br> | South<br>New Delhi &<br>Central      | To assist the Director (ISH) in the matters relating to: - <ol style="list-style-type: none"><li>1. Member-Secretary of District Crisis Groups of his Districts.</li><li>2. Work related to online projects implementation, updating online data of his districts in Shram Suvidha Portal and other computerization work.</li><li>3. Functioning of Industrial Hygiene Laboratory and work related with Chemical Inspector of factories.</li><li>4. Correspondence with Ministry of Labour and DGFASLI/ RLI's etc.</li><li>5. Monitoring work related with MAH Installations/Distt./Local Crisis Groups and Solid Waste Management .</li><li>6. Renewal/Amendment of Licence.</li><li>7. Supervision of the working of the District office.</li><li>8. Parvi officer for court cases contested at High Court and Supreme Court of Districts under his control and any other work assigned from time to time.</li></ol> |

## 2. Work distribution amongst Assistant Directors (ISH)

| S.No | Name of the Asst. Director (ISH) and Member-Secretary of Local Crisis Group. | Districts under control for enforcement of the Acts, and Rules assigned to the Directorate. | District Office of the Asst. Director (ISH) | Supervisory officer              |
|------|--|---|---|----------------------------------|
| 1.   | Sh. Pinkesh Kumar  | South-West  | Labour Office (Hari Nagar)                  | Sh. J.N Jain                     |
| 2.   | Sh. R.B Singh  | North & North-West  | Labour Office ( Nimri Colony)               | Sh. S.P Rana                     |
| 3.   | Sh. Deepash Bansal   | East & North-East   | Labour Office ( Jilmil Colony)              | Sh. J.N Jain<br>Sh. S.P Rana     |
| 4.   | Sh. S. R. Rudra  | South & New Delhi   | Labour Office ( Pushp Bhawan)               | Sh. .P.K Goswami                 |
| 5.   | Sh. Kausik Sadhu Khan  | West & Central  | Labour Office ( Karampura)                  | Sh. J.N Jain<br>Sh. .P.K Goswami |
| 6.   | Dr. Jitender Mann  | All Districts   | Head Quarters                               | Sh. S. Pandia Rajan              |

## 3. Duties and Functions of Asst. Directors (ISH)

- A. Enforcement of all the provisions of the following legislations:-
- The Factories Act, 1948 and Rules made there under.
  - The Manufacture, storage and Import of Hazardous Chemical Rules, 1989 under the Environment Protection Act, 1986.
  - The Chemical Accidents (emergency Planning Preparedness & Response) Rules, 1996 under the Environment Protection Act, 1986.
- B. The Asst. Directors (ISH) shall be responsible apart from above for the following duties:-
- Member-Secretary of Local Crisis Group of his Districts.
  - Investigation of all Complaints/Accidents and Dangerous occurrences brought to the notice of this Directorate.
  - Preparation and up keeping of the list of registered factories as well as list of factories involving hazardous process/dangerous operations in the district(s).
  - Periodical inspections of all MAH factories on priority.
  - Any other work assigned from time to time.

## 4. Duties and functions of Asst. Director (ISH-Medical)-cum-Certifying Surgeon

- Carrying out of the Medical Examination of the workers engaged in hazardous/dangerous process factories wherein medical examinations are mandatory, as per the provisions of the Factories Act, 1948 and Rules made there under and enforcement of the provisions relating to occupational health of the workers, as required under the provisions of the said Act/Rules and discharge of the functions of the "Certifying

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Surgeon" and "Inspector" as assigned in the aforesaid Act and Rules and in compliance of Order dated 24.01.17.

- b) Investigation of complaints and cases of occupational diseases.
  - c) Work relating to functioning and supervision of the Occupational Health Laboratory and Staff posted for purpose.
  - d) Computerization of the records of Inspections/Medical Examinations and realization of examination fee of the workers.
  - e) Maintenance of the lists of the hazardous/dangerous operation factories and their computerization.
  - f) Any other works assigned from time to time.
5. Inspections shall be carried out only on complaints, accidents and other references with the prior approval of the under-designed. No suo-moto inspection shall be carried-out.
6. Local and District Crisis Group functioning for setting up Emergency Response Centres (ERC) and Preparation of Off-Site Emergency Plan by the Groups shall be jointly coordinated by the Assistant Directors(ISH) and Deputy Directors (ISH) of concerned districts on top priority basis. List enclosed.

This order issues with the approval of Secretary-cum-Commissioner (Labour) and shall come into force with immediate effect.

  
20/11/17  
(S.Pandia Rajan)  
Director(ISH)


Encl: as above.

No.F.27(11)/CIF/98/Lab/3695

Dated:-20-11-17


Copy to:-

1. P.A. to Secretary cum Commissioner (Labour).
2. P.A to Special Commissioner (Labour).
3. All Addl. Labour Commissioners.
4. All Joint Labour commissioners/Dy. Labour Commissioners.
5. DLC (Admn.)
6. Director (ISH)
7. All Dy. Directors (ISH).
8. All Assistant Directors (ISH).
9. Assistant Director (P&S).
10. Administration Branch.
11. Librarian.
12. ✓ System Analyst --- With the request to upload this order in the Labour Department web portal.
13. Guard File.

  
20/11/17  
(S.Pandia Rajan)  
Director(ISH)

| S.No. | District   | Name and address of DM offices  | Name & address of MAH Installation   | Name, Designation, Address, Mobile No. & Email of DCG Member Secretary  | Name, Designation, Address, Mobile No. & Email of LCG Member Secretary   |
|-------|------------|---|--|---|--|
| 1     | North      | Dy. Commissioner (North), Office of the Dy. Commissioner-Distt. North, 1, Kirpa Narain Marg, Delhi-110054.  | 1. Delhi Water Works Chandrawal No. I, Civil Lines, Delhi-110054.                        | Sh.S.P Rana, Dy. Director (ISH)/ Dy. CIF, Directorate of Industrial Safety and Health, Labour Deptt, GNCTD, D-Block, 2 <sup>nd</sup> Floor, 5- Shamnath Marg, Delhi-110054, Mob. No. 9717295551 Email: somendra.rana@gmail.com  | Sh.R.B. Singh, Asstt. Director (ISH)/ Inspector of Factories, Directorate of Industrial Safety and Health, Labour Deptt, GNCTD, D- Block, 2 <sup>nd</sup> Floor, 5- Shamnath Marg, Delhi-110054, Mob. No. 9818829355 Email:rbsingh.ad@gmail.com              |
|       |            |   | 2. Delhi Water Works Chandrawal No. II, Civil Lines, Delhi-110054                        |   |  |
|       |            |   | 3. Wazirabad Water Works, Timarpur, Delhi-110054   |   |  |
| 2     | North-West | Dy. Commissioner (North-West), Office of the Dy. Commissioner-Distt. North West, Village & P.O. Khanjahwala, Delhi-110081.                            | 1. Haiderpur Water Works, Haiderpur, Delhi-110085  |   |  |
| 3.    | North-East | Dy. Commissioner (North East), Office of the Dy. Commissioner-Distt. North East, Waver's Complex, In front of Gagan Cinema, Nand Nagri, Delhi-110093. | 1. 100 MGD Bhagirathi Water Treatment Plant, Gokalpuri, Delhi-110094                     |   | Sh. Deepash Bansal, Asstt. Director (ISH)/ Inspector of Factories, Directorate of Industrial Safety and Health, Labour Deptt, GNCTD, D-Block, 2 <sup>nd</sup> Floor, 5- Shamnath Marg, Delhi-110054, Mob. No. 9958822234 Email:bansaldeepash@rediffmail.com  |
|       |            |   | 2. 140 MGD Water Treatment Plant, Sonia Vihar, Delhi-110094                              |   |  |
| 4     | Central    | Dy. Commissioner (Central), Office of the Dy. Commissioner-Distt. Central, Old Employment Exchange Building, Opp. Kotwali, Darya Ganj, Delhi-110002.  | 1. Gas Turbine Power Station, Ring Road, IP Estate, New Delhi-110002                     |   | Sh. Kaushik Sadu Khan, Asstt. Director (ISH)/ Inspector of Factories, Directorate of Industrial Safety and Health, Labour Deptt, GNCTD, D- Block, 2 <sup>nd</sup> Floor, 5- Shamnath Marg, Delhi-110054, Mob. No. 9718326489 Email:rudratarun@rediffmail.com |
| 5     | South      | Dy. Commissioner (South), Office of the Dy. Commissioner-Distt. South, Mehrauli Badarpur Road, Saket, New Delhi-110017.                               | 1. Badarpur Thermal Power Station (NTPC), Badarpur, New Delhi-110044                     | Sh.P.K. Goswami, Dy. Director (ISH)/ Dy. CIF, Directorate of Industrial Safety and Health, Labour Deptt, GNCTD, D- Block, 2 <sup>nd</sup> Floor, 5- Shamnath Marg, Delhi-110054, Mob. No. 9717295552 Email: goswamipk@gmail.com | Sh. S.R. Rudra , Asstt. Director (ISH)/ Inspector of Factories, Directorate of Industrial Safety and Health, Labour Deptt, GNCTD, D- Block, 2 <sup>nd</sup> Floor, 5- Shamnath Marg, Delhi-110054, Mob. No. 9718326489 Email:rudratarun@rediffmail.com       |
|       |            |   | 2. M/s Indane LPG Bottling Plant, Behind Sarita Vihar, Madanpur Khadar, New Delhi-110044 |   |  |
|       |            |   | 3. Okhla Water Works, Okhla, Delhi-110025  |   |  |

|   |            |  |  |   |  |
|---|------------|--|--|---|--|
| 6 | West       | The Dy. Commissioner, Office of the Dy. Commissioner-Distt. West, Old Middle School Building, Rampura, Delhi-110035.                     | 1. 40 MGD Water Treatment Plant, Delhi Jal Board, Kamruddin Nagar, Nangloi, Delhi-110041     | Sh. J.N. Jain, Dy. Director (ISH)/ Dy. CIF, Directorate of Industrial Safety and Health, Labour Deptt, GNCT of Delhi, D- Block, 2 <sup>nd</sup> Floor, 5- Shamnath Marg, Delhi-110054, Mob. No. 9599940365<br>Email:  | Sh. Kausik Sadhukhan, Asstt. Director (ISH)/ Inspector of Factories, Directorate of Industrial Safety and Health, Labour Deptt, GNCTD, D-Block, 2 <sup>nd</sup> Floor, 5- Shamnath Marg, Delhi-110054, Mob. No. 9910166984<br>Email:kausik.sadhu@yahoo.com |
|   |            |  | 2. Hindustan Petroleum Corp. Ltd., Tikri Kalan, Delhi-110041                                 |   |  |
|   |            |  | 3. Indane Bottling Plant, Ghevra Mode, Rohtak Road, Delhi-110041                             |   |  |
|   |            |  | 4. Indian Oil Corporation, Tikri Kalan Terminal, Ghevra Mor, Tikri Kalan, Delhi-110041       |   |  |
| 7 | South-West | Dy. Commissioner (South West), Office of the Dy. Commissioner-Distt. South West, Old Terminal Tax Building, Kapashera, New Delhi-110037. | 1. M/s Indian Oil Corp. Ltd., P. O. Bijwasan, Delhi-110061                                   | Sh. Pinkesh Kumar, Asstt. Director (ISH)/ Inspector of Factories, Directorate of Industrial Safety and Health, Labour Deptt, GNCT of Delhi, D- Block, 2 <sup>nd</sup> Floor, 5-Shamnath Marg, Delhi-110054, Mob. No. 9868321010<br>Email:pinkesh_nia@rediffmail.com |  |
|   |            |  | 2. M/s Hindustan Petroleum Corp. Ltd., Village Bijwasan, Delhi-110061                        |   |  |
|   |            |  | 3. M/s Bharat Petroleum Corp. Ltd, Village Bijwasan, Delhi-110061                            |   |  |
|   |            |  | 4. M/s Indian Oil Sky Tanking LTD., IGI Airport Terminal-II, Near Shahbad More, Delhi-110061 |   |  |

  
 20/11/17  
 (S.Pandia Rajan)  
 Director(ISH)