

**DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH
GOVERNMENT OF NCT OF DELHI
LABOUR DEPARTMENT
5, SHAM NATH MARG, DELHI-110054**

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

Dated:-

ORDER

Consequent upon promotion of Sh. Pinkesh Kumar to the post of Dy. Director (ISH) and in partial modification of earlier Order No. 27(11)/CIF/Lab/98/3695 dated 20.11.2017, the following 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)

S. No.	Name of the Dy. Director (ISH) and Member-Secretary of District Crisis Group.	Districts placed under their control	Charter of Duties
1.	Sh. J. N. Jain	East & North-East	To assist the Director (ISH) in the matters relating to :- 1. Member-Secretary of District Crisis Groups of his Districts. 2. Work related to online services such as e-district, updating online data of his districts in Shram Suvidha Portal and other computerization work of the Directorate. 3. Supervision of the working of the District office. 4. Enforcement of Acts and Rules assigned to the Directorate. 5. Monitoring work related with MAH Installations/Distt./Local Crisis Groups of his districts. 6. Renewal/Amendment/Processing of grant of licences & de-registration of factories. 7. Monthly/ Quarterly reports of the Directorate, FAS Reports, Outcome Budget reports etc. 8. Amendment of Delhi Factories Rule, 1950 and issue of Notifications. 9. Work related to Safety Awards.



			<p>10. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.</p> <p>11. Any other work assigned from time to time.</p>
2.	Sh. S. P. Rana	West, South-West & Central	<p>To assist the Director (ISH) in the matters relating to: -</p> <ol style="list-style-type: none">1. Member-Secretary of District Crisis Groups of his Districts.2. Work related to online services such as e-district, updating online data of his districts in Shram Suvidha Portal and other computerization work of the Directorate.3. Supervision of the working of the District office.4. Enforcement of Acts and Rules assigned to the Directorate.5. Monitoring work related with MAH Installations/Distt./Local Crisis Groups of his districts.6. Renewal/Amendment/Processing of grant of licences & de-registration of factories.7. Lok Sabha/ Rajya Sabha/Vidhan Sabha Questions of Directorate.8. Assisting Director in all reference matters.9. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.10. Any other work assigned from time to time.
3.	Sh. P.K. Goswami	South & New Delhi	<p>To assist the Director (ISH) in the matters relating to: -</p> <ol style="list-style-type: none">1. Member-Secretary of District Crisis Groups of his Districts.2. Work related to online services such as e-district, updating online data of his districts in Shram Suvidha Portal and other computerization work of the Directorate.3. Supervision of the working of the District office.4. Enforcement of Acts and Rules assigned to the Directorate.5. Monitoring work related with MAH Installations/Distt./Local Crisis Groups of his districts.

			<ol style="list-style-type: none">6. Renewal/Amendment/Processing of grant of licences & de-registration of factories.7. Member in all chemical related meeting such as Solid Waste Management, Slaughter House, etc.8. Correspondence with Ministry of Labour, DGFASLI, etc.9. Functioning of Industrial Hygiene Laboratory and work related with Chemical Inspector of factories.10. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.11. Any other work assigned from time to time.
4.	Sh. Pinkesh Kumar	North & North-West	<p>To assist Director (ISH) in the matters relating to: -</p> <ol style="list-style-type: none">1. Member-Secretary of District Crisis Groups of his Districts.2. Work related to online services such as e-district, updating online data of his districts in Shram Suvidha Portal and other computerization work of the Directorate.3. Renewal/ Amendment/ Processing of grant of licences & de-registration of factories.4. Supervision of the working of the District office.5. Enforcement of Acts and Rules assigned to the Directorate.6. Computerization of records and other work of the Directorate.7. Work relating to Reply of queries under the RTI Act, 2005 and preparation of records/manuals under the said Act,8. Issuance of Competency Certificates.9. Assisting Director in all matters.10. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.11. Any other work assigned from time to time.

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. R. B. Singh	North & North-West	Labour Office (Nimdi Colony)	Sh. Pinkesh Kumar
2.	Sh. Deepash Bansal	South	Labour Office (Pushpa Bhavan)	Sh. P. K. Goswami
3.	Sh. S. R. Rudra	South-West, New Delhi & Central	Labour Office (Hari Nagar)	Sh. S.P Rana & Sh. P.K Goswami
4.	Sh. Kausik Sadhukhan	East, North-East & West	Labour Office (Jhilmil colony & Karampura)	Sh. J. N. Jain & Sh. S.P Rana
5.	Dr. Jitender Mann	All Districts	Head Quarter	Sh. S. Pandia Rajan

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

A. Enforcement of all the provisions of the following legislations:-

- a) The Factories Act, 1948 and Rules made there under.
- b) The Manufacture, storage and Import of Hazardous Chemical Rules, 1989 under the Environment Protection Act, 1986.
- c) The Chemical Accidents (emergency Planning Preparedness & Response) Rules, 1996 under the Environment Protection Act, 1986.
- d) The Building and Other Construction Workers (RE & CS) Act, 1996 & Delhi BOCW Rules, 2002.

B. Asst. Directors (ISH) shall be responsible apart from above for the following duties:-

- a) Member-Secretary of Local Crisis Group of his Districts.
- b) Investigation of all Complaints/ Accidents and Dangerous occurrences brought to the notice of this Directorate.
- c) 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).
- d) Periodical inspections of all MAH factories on priority.
- e) Any other work assigned from time to time.

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

Surgeon

- a) 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 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.

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

(S. Pandia Rajan)
Director (ISH)

Dated:- 08/07/2018

No.F.27(11)/CIF/98/Lab/ 1798

Copy to:-

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

15/07/18
Director (ISH)