

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

Email: labouradm@gmail.com Ph. No. : 011-23963334

No.F.1/31/LC/996/Estt./Misc./2019/3776

Dated: 01/11/2019

ORDER

Sub: Overhauling of system of movement of files/ Daks amongst branches/ districts of Labour Deptt.

It has been observed that all the branches amongst Labour Department including personal branches of senior officers are routing/sending all the communications i.e. letters/files/DAK to other Head quarter branches/sections through Central R & I which causes unnecessary delay.


1. In order to eliminate an extra halt thereto, following instructions are issued for strict compliance:-
 - (i) All the letters/files received from outside i.e. other Govt. Departments /District offices of Labour Deptt. should be acknowledged and diarized at the Central R & I Branch of Labour Deptt.
 - (ii) All letters/files being issued/ sent to other departments shall also continue to be dispatched/ sent through Central R & I Branch.
 - (iii) For intra branch movement within all branches of HQ in Labour Deptt. including personal branches of senior officers, letters/files/DAK shall be received/ dispatched directly from one branch to another branch without involving Central R & I Branch.
 - (iv) No file will be entertained by any branch/ office without C.D. Number affixed/ operated upon through online File Monitoring System.

This issues with the approval of competent authority.

(Anita Rana)
DLC(Admn.)

Copy to:-

1. PA to Secretary-cum-Commissioner, Labour Deptt., 5, Sham Nath Marg, GNCT of Delhi.
2. PS/ PA to Special Labour Commissioner/ Addl. Labour Commissioner-I & II, Labour Deptt. 5, Sham Nath Marg, GNCT of Delhi.
3. PA to DLC (Admn.), Labour Deptt., 5, Sham Nath Marg, GNCT of Delhi.
4. All the In-charges / District Heads/ JLCs/ DLCs/ All Branches of Labour Deptt. GNCT of Delhi through email.
- ✓ 5. System Analyst-with the request to upload this order on the website of the Deptt.
6. Guard File.


31.10.19
DLC(Admn.)

Order(Admn.)