

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

F.No.FAO No. 335/2018/Lab/2021/5468-5473

Dated: 30/12/2021

**ORDER**

Vide order dated 15.02.2021 in the matter FAO No. 335/2018, Shokeen V/s M/s Oriental Insurance Company Ltd. and Anr, the Hon'ble High Court has directed that after passing the final order by Commissioner Employees Compensation in a contested matter, the Commissioner shall have the entire record of the case digitalized and sent to the Hon'ble High Court.

A letter dated 07.12.2021 in the above mentioned case has been received from Registrar Hon'ble High Court informing the format and manner of digitalization of the records and its transmission to the Hon'ble High Court which has been circulated to all Employees Compensation Commissioners vide email dated 13.12.2021.

For implementation of the aforesaid order dated 18.02.2021 and decision conveyed vide letter dated 07.12.2021, it is directed as under:-

- (i) Caretaking Branch after consulting System Analyst will float the tender inviting quotes from vendors for digitalization of the records as per specification in the letter dated 07.12.2021.
- (ii) After disposal of the case, the Employees Compensation Commissioner shall send the records of the case with proper indexing to Caretaking Branch.
- (iii) The caretaking Branch shall get the record digitalized as per the specification mentioned in letter dated 07.12.2021 and send it to the Hon'ble High Court under intimation to the concerned Employees Compensation Commissioner.
- (iv) The case file is returned to the concerned Employees Compensation Commissioner.
- (v) For time bound implementation and monitoring of the abovementioned order dated 18.02.2021 and decision conveyed vide letter dated 07.12.2021, a committee of following Officers is constituted-
  - (a). Additional Labour Commissioner-Chairperson
  - (b). Sh. S.K. Gupta, Dy. Labour Commissioner (North-West)-Member Secretary
  - (c). Deputy Labour Commissioner (Caretaking).
  - (d). System Analyst, Labour Department, GNCTD.

The Committee shall meet atleast once every fortnight to review the progress.

This issues with the approval of Commissioner (Labour)

B/24/12/21  
(S.C. Yadav)

Additional Secretary (Labour)

Copy to:-

1. All Employees Compensation Commissioners.
2. Sh. S.K. Gupta, Dy. Labour Commissioner, North-West District, GNCTD.
3. Dy. Labour Commissioner (Caretaking), GNCTD.
4. System Analyst
5. PS to Commissioner (Labour).
6. System Analyst to upload the order on the website of Labour Department.

4768/Adm  
10/12/2021

7960/LC  
10/12/2021

HIGH COURT OF DELHI: NEW DELHI

No. 17647-48  
J.T. Cell/DHC  
Dated: 07-12-2021

From

The Registrar General,  
High Court of Delhi,  
New Delhi

To

1. The Commissioner, Employee's Compensation Act, East/North-East District Vishwakarama Nagar, Jhilmil Colony, Delhi.
2. The Office of Labour Commissioner, Govt. Of NCT of Delhi, Prema Kunj, Civil Lines 5, Shyam Nath Marg, New Delhi.

Sub: Digitized records of the cases related to Commissioner Employee's Compensation (CEC) / Labour Commissioner, Govt. Of NCT of Delhi to be forwarded to Delhi High Court-reg.

Ref: Order dated 18.02.2021 Passed in CASE NO. FAO 335/2018 titled "Shokeen Vs. M/s Oriental Insurance Co. Ltd & Anr." by Hon'ble Mr. Justice Sanjeev Sachdeva and previous letter no. 4924/X dated 23.02.2021 (copy enclosed).

Respected Sir,

Vide Order dated 18.02.2021 passed by Hon'ble Mr. Justice Sanjeev Sachdeva in case no. FAO 335/2018 titled "Shokeen Vs. M/s Oriental Insurance Co. Ltd & Anr." (copy attached), wherein *inter alia* it has been ordered as under:-

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4. It is noticed that in most of the appeals filed before this court, the entire record of the Commissioner Employee's Compensation (CEC) is not annexed, which leads to a deferment of the appeal for the purpose of the requisitioning of the record.

5. To facilitate early disposal of the Appeals, challenging the orders passed by the Commissioner Employee's Compensation (CEC), it would be expedient if the digitised record of the Commissioner Employee's Compensation (CEC) is made available to this Court at the time of the very first listing of the Appeal.

6. To ensure the same, following directions are issued:

i. As soon as the final order is delivered and pronounced, particularly in a contested case, the Commissioner Employee's Compensation (CEC) shall have the entire record digitised and transmitted to the High Court.

ii. The Commissioners Employee's Compensation (CEC) shall endeavour to transmit the record preferably within two months of the decision.

iii. A monthly statement, of the Claim Petitions finally disposed of in a month and the status of the digitisation and transmission of the record of the decided cases, shall be furnished by the Commissioner



Employee's Compensation (CEC) to the Labour Commissioner, Govt. of NCT of Delhi.

iv. The record to be transmitted to the High Court shall be duly indexed/book-marked and shall at least indicate (a) Claim Petition number (b) Cause Title (c) name of the Insurance Company, if any, (d) date of the decision and (f) the concerned Officer.

v. On receipt of the digitised record, the IT Department of the High Court shall store the same in its server.

vi. Whenever an appeal is filed against such an order, the Portfolio Branch of this court shall, at the time of listing of the appeal before the Court, include the digitised record in the portfolio.

7. Copy of this order be forwarded to the Registrar General of this Court, the Labour Commissioner, Govt. of NCT of Delhi, Commissioners Employee's Compensation, the Registrar IT and the In-charge of the Portfolio Branch of this Court for information/necessary action at their end

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The said order dated 18.02.2021 was placed before the Hon'ble Information Technology Committee of this Court for directions and the Hon'ble Committee vide Minutes dated 16.05.2021 directed as under:-

Agenda	Minutes
To consider the matter regarding obtaining the digitized records of the cases related to Commissioner Employee's Compensation (CEC) from the Labour Commissioner, Govt. Of NCT of Delhi in compliance to the order dated 18.02.2021 of this court.	<p>The Committee is informed that an order dated 18.02.2021 has been passed in FAO 335/2018 that as soon as the final order is delivered and pronounced, particularly in a contested case, the Commissioner Employee's Compensation (CEC) shall have the entire record digitized and transmitted to the High Court, preferably within two months of the decision. On receipt of the digitized record, the IT Department of this Court shall store the same in its server and whenever an appeal is filed against such an order, the Portfolio Branch of this Court shall, at the time of listing of the appeal before the Court, include the digitized record in the portfolio.</p> <p>The Committee is further informed that in order to ensure proper storage and retrieval of digitized records of decided cases of Commissioner Employee's Compensation, the data needs to be sent in a particular format to this Court.</p> <p>The Committee recommends that the necessary arrangements be made to store the data in the server(s) of this Court and the format, as suggest in the Note of IT Branch itself, in which the</p>

*data needs to be sent to this Court to ensure proper storage and retrieval of digitized records be communicated to all concerned for information.*

In this regard, it is informed that in order to ensure proper storage and retrieval of digitized records of the cases related to Commissioner Employee's Compensation (CEC) in Delhi High Court, it is suggested that the data should be sent in the following format

- I. The digitized records of the cases related to Commissioner Employee's Compensation (CEC) should be scanned at 300 dpi and saved in PDF format with book-marking and the unique ID of the case should be given as file name e.g. 02403R0149262012.pdf.
- II. The External Hard Disk (EHD) containing digitized records of the cases related to Commissioner Employee's Compensation (CEC) in prescribed format should also have a separate excel file containing following corresponding details column-wise with regard to all the files strictly in below-mentioned order:
  1. Unique ID
  2. Court Name
  3. Case No. (SC No./CC No.)
  4. FIR No., if any
  5. Under Section, if any
  6. Police Station, if any
  7. Case Title
  8. Decided by
  9. Date of Decision
- III. The External Hard Disk (EHD) should have only the data and excel file to be copied on the Delhi High Court Server alongwith covering letter mentioning the details of the cases being sent, which will be forwarded to concerned Branch for proper records, after copying the data. It should be ensured that EHD is not infected with any virus or malware.

IV. The prescribed format for the Excel file is as follows:-

S.No.	Field Name(s)	S.No.	Field Name(s)	S.No.	Field Name(s)
1	Comp. ID/CNR No.	9	Police Station	17	R3
2	District	10	P1	18	R4
3	Case Type	11	P2	19	R5
4	Case No.	12	P3	20	Decided by
5	Case Year	13	P4	21	Date of Decision
6	FIR/RC No.	14	P5	22	Date of Receiving
7	FIR Year	15	R1		
8	U/s (Under Section)	16	R2		

It is, therefore, requested to kindly direct all concerned to comply with Order dated 18.02.2021 passed in FAO 335/2018 titled "Shokeen Vs. M/s. Oriental Insurance Co. Ltd & Anr." by Delhi High Court and Minutes of the Meeting of Hon'ble Information Technology Committee of this Court dated 16.05.2021 and strictly adhere to the aforesaid guidelines while sending the digitized records of cases to Delhi High Court

With regards,

Yours faithfully



(Rajeev Chauhan)  
Joint Registrar (I.T. & Sty.)  
for Registrar General

Endst. No. 17649-51

Dated: 07-12-2021

Copy forwarded for information and necessary action to:

1. PA to the Registrar General, Delhi High Court for information.
2. Administrative Officer (J), Portfolio Branch, Delhi High Court for compliance.
3. Administrative Officer (J) C-IV, Delhi High Court for compliance.



(Sunil Dutt Sharma)  
Assistant Registrar (I.T., Sty. & Dig.)

COPY OF ORDER AND RECORD LETTER FOR 26.03.2021

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**IN THE HIGH COURT OF DELHI AT NEW DELHI**

No. 4924/x

Dated 23/2/21

From

The Registrar General  
High Court of Delhi  
New Delhi

To

✓ P A to The Registrar General  
Delhi High Court  
Sher Shah Road  
New Delhi

✓ 3. The Office of Labour Commissioners  
Govt. of NCT of Delhi,  
Prema Kunj, Civil Lines  
5, Sham Nath Marg, New Delhi

✓ 2. The Ld. Commissioner  
Employees Compensation Act  
East/North-East District  
Vishwakarama Nagar  
Jhilmil Colony, Delhi

✓ 4. The Registrar (IT)  
Delhi High Court  
Sher Shah Road, New Delhi

✓ 5. The Incharge (Portfolio Branch)  
Delhi High Court  
Sher Shah Road, New Delhi

**CASE NO. FAO 335/2018**

Shokeen

Appellant/s

**Versus**

M/s Oriental Insurance Co. Ltd. & Anr.

Respondent/s

Appeal against the orders dated 08.09.2017 passed by Ld. Commissioner under Employees Compensation Act, District East/North-East, Vishwakarama Nagar, Jhilmil Colony, Delhi in Case No. WC/25/WD/2017.

335/2018  
23/2/21  
Sir,

I am directed to forward herewith for information and immediate compliance/necessary action on/a copy of order dated 18.02.2021 passed by Hon'ble Mr. Justice Sanjeev Sachdeva of this Court in the above noted case. **The CD/Photocopy of the Trial Court Record be sent to this Court by 26.03.2021. The CD/Soft Copy be duly bookmarked as per index of the Trial Court Record.**

Please acknowledge the receipt.

Yours faithfully,

*ASBhat*  
20/2/21  
Administrative Officer (C-IV)

For Registrar General

*Sachdeva*  
24/02/2021



IN THE HON'BLE HIGH COURT OF DELHI AT NEW DELHI  
CIVIL APPELLATE JURISDICTION

FAO NO. 335 OF 2018

In the matter of:-

Shokeen

.....Appellant

Versus

M/s Oriental Insurance Co. Ltd. & Anr.

.....Respondents

MEMO OF PARTIES

S. No.	Parties	Before Trial Court	Before This Court
1.	Shokeen, S/o Sahabuddin, R/o Village – Ransika 269, P/o – Chainsa, P/s – Hathin, District – Palwal, Haryana Pin Code - 121103	Applicant	Appellants
<u>VERSUS</u>			
1.	M/s The Oriental Insurance Company Limited. Regional Office (Hub), 10 <sup>th</sup> Floor, Hansalya Building, Barakhamba Road, New Delhi – 110001. E-mail ID – Not available	Respondent No. 2	Respondent No. 1
2.	Sh. Baljit Singh, S/o Dharam Pal Singh,	Respondent No. 1	Respondent No.2

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R/o A-1, Asha Park, Jail Road, Tilak Nagar, New Delhi - 110058 E-mail ID- Not available		
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श्रीधर

Appellant

DATED: 18.7 2018

DELHI

THROUGH



(R.K. NAIN)

Advocate

Counsel for the appellant

Chamber No. 723, Western Wing,

Tis Hazari Courts, Delhi

(M) : 9312070470

E-mail ID:- lawoffices723ww@gmail.com



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\* **IN THE HIGH COURT OF DELHI AT NEW DELHI**+ **FAO 335/2018 & CM APPL.17719/2020****SHOKEEN**

..... Appellant

Through: Mr. R.K.Nain, Advocate.

versus

**M/S ORIENTAL INSURANCE CO LTD & ANR..... Respondents**

Through: Mr. S.P.Jain, Advocate for R-1.

**CORAM:****HON'BLE MR. JUSTICE SANJEEV SACHDEVA****ORDER****18.02.2021**

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1. The hearing was conducted through video conferencing.
2. List for consideration on 26.03.2021.
3. Digital copy of the Commissioner's record be requisitioned.
4. It is noticed that in most of the appeals filed before this court, the entire record of the Commissioner Employee's Compensation (CEC) is not annexed, which leads to a deferment of the appeal for the purpose of the requisitioning of the record.
5. To facilitate early disposal of the Appeals, challenging the orders passed by the Commissioner Employee's Compensation (CEC), it would be expedient if the digitised record of the Commissioner Employee's Compensation (CEC) is made available to this Court at the time of the very first listing of the Appeal.

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6. To ensure the same, following directions are issued:

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- ii. The Commissioners Employee's Compensation (CEC) shall endeavour to transmit the record preferably within two months of the decision.
- iii. A monthly statement, of the Claim Petitions finally disposed of in a month and the status of the digitisation and transmission of the record of the decided cases, shall be furnished by the Commissioner Employee's Compensation (CEC) to the Labour Commissioner, Govt. of NCT of Delhi.
- iv. The record to be transmitted to the High Court shall be duly indexed/book-marked and shall at least indicate (a) Claim Petition number (b) Cause Title (c) name of the Insurance Company, if any, (d) date of the decision and (f) the concerned Officer.
- v. On receipt of the digitised record, the IT Department of the High Court shall store the same in its server.
- vi. Whenever an appeal is filed against such an order, the Portfolio Branch of this court shall, at the time of listing of the appeal before the Court, include the digitised record in the

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portfolio.

7. Copy of this order be forwarded to the Registrar General of this Court, the Labour Commissioner, Govt. of NCT of Delhi, Commissioners Employee's Compensation, the Registrar IT and the In-charge of the Portfolio Branch of this Court for information/necessary action at their end.

8. Copy of the order be uploaded on the High Court website and be also forwarded to learned counsels through email by the Court Master.

*Sdr*  
SANJEEV SACHDEVA, J

FEBRUARY 18, 2021

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