

GOVERNMENT OF NCT OF DELHI
LABOUR DEPARTMENT
DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH
D-BLOCK, SECOND FLOOR, 5, SHAMNATH MARG, DELHI-54

No. F.27(47)/CIF/Lab/10/88

Dated: 08/02/23

ORDER

Consequent upon posting of Sh. Ashok Kumar, SO to this Directorate and in consideration of superannuation of Smt. Vijay Mehndiratta, Lab. Technician due on 31.07.2023, in supersession of all previous orders relating to distribution of work amongst the ministerial staff of this Directorate, the following re-distribution of work is ordered with immediate effect:-

S. No.	Name & Designation of the Official	Details of work allocated
1.	Sh. Ashok Kumar, SO (Link officer- Smt. Vijay Mehndiratta, Lab. Technician)	<p>i. Processing of files/online applications of registration & grant/renewal/amendment of licences including de-registration of factories situated in North-West and Central Districts of NCT of Delhi.</p> <p>ii. All work related to processing of applications/files under the Right to Information Act, 2005, processing of VIP/Govt. references etc., processing of files relating to Parliament/Assembly Questions, processing of applications for exemptions under the Factories Act, 1948, processing of files relating to amendments in Delhi Factories Rules, 1950, preparation of records of Industrial Accidents, preparation of the weekly/monthly reports/FAS reports etc., preparation of the records of inspections, complaints, prosecutions etc.</p> <p>iii. Preparation of reports of AKAM, Mission-2023 etc.</p> <p>iv. Depose as prosecution witness and also assist concerned officer in court cases pertains to his/her district whenever necessary.</p> <p>v. Any other work that may be assigned from time to time by Director and also by concerned district DD & AD (ISH).</p>

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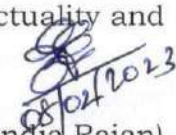
S. No.	Name & Designation of the Official	Details of work allocated
2.	Smt. Vijay Mehndiratta, Lab. Technician (Link officer- Ms. Reetu, Jr. Assistant)	<ul style="list-style-type: none"> i. Processing of files/online applications of registration & grant/renewal/amendment of licences including de-registration of factories situated in Shahdara, North-East, East & North Districts of NCT of Delhi. ii. She will assist Sh. Ashok Kumar, SO in performing his duties mentioned at s. no. (ii) & (iii) above. iii. Processing of files/correspondence relating to- <ul style="list-style-type: none"> a) Inspections of Buildings and other construction sites under BOCW Act, 1996 of all Inspectors. b) All inspection files of Asstt. Director (Medical). iv. She will also process the files relating to issuance of Competency Certificates under the provisions of Factories Act, 1948 and rules made there under. v. Depose as prosecution witness and also assist concerned officer in court cases pertains to his/her district whenever necessary. vi. Any other work that may be assigned from time to time by Director and also by concerned district DD & AD (ISH).
3.	Sh. Kapil Dev, Jr. Assistant (Link officer- Sh. Ashok Kumar, SO)	<ul style="list-style-type: none"> i. Processing of files/online applications of registration & grant/renewal/amendment of licences including de-registration of factories situated in New Delhi, West & South-West Districts of NCT of Delhi. ii. He will collect stamps from Accounts Branch and also maintain respective account book. He will also co-ordinate with CTO branch in collecting stationary and other items. iii. He will also look after the work relating to diary/dispatch section of the Directorate in the absence of any other official deputed by Director (ISH). iv. Depose as prosecution witness and also assist concerned officer in court cases pertains to his/her district whenever necessary. v. Any other work that may be assigned from time to time by Director and also by concerned district DD & AD (ISH).

Contd. . .


22/07/2023

S. No.	Name & Designation of the Official	Details of work allocated
4.	Ms. Reetu, Jr. Assistant (Link officer- Sh. Kapil Dev, Jr. Assistant)	i. Processing of files/online applications of registration & grant/renewal/amendment of licences including de-registration of factories situated in South & South East Districts of NCT of Delhi. ii. Depose as prosecution witness and also assist concerned officer in court cases pertains to his/her district whenever necessary. iii. Any other work that may be assigned from time to time by Director and also by concerned district DD & AD (ISH).
5.	DEOs	i. The work relating to diary/dispatch section of the Directorate whenever necessary. ii. Day to day typing, data entry and computer work of this Directorate. iii. Any other work assigned by Director (ISH).

All concerned officials shall dispose of their day to day work as per office procedure and citizen charter of the department. They shall also ensure that all files are kept in concerned district almirahs. They shall maintain punctuality and discipline while performing their duties.


(S. Pandia Rajan)
Director (ISH)

No. F.27(47)/CIF/Lab/10/88

Dated: 08/02/23

To

1. All Dy. Directors (ISH)
2. All Asstt. Directors (ISH)
3. Official concerned
4. Guard file

Copy to:-

1. PS to Commissioner (Labour)
2. PS to Addl. LC
3. DLC (Admn.)
4. SA, Lab - with the request - (i) To upload this order in the Labour Deptt. website.

(ii) To create new user IDs of Ministerial Staff as per above districts to enable them to process online applications of his/her districts


Director (ISH)

