



भारत 2023 INDIA
एक ही धरती - एक ही परिवार - एक ही भविष्य
ONE EARTH - ONE FAMILY - ONE FUTURE



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/10/361

Dated: 28/4/23

ORDER

Consequent upon transfer of Sh. Ashok Kumar, SO from Labour Department 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.	Smt. Vijay Mehndiratta, Lab. Technician (Link officer- Sh. Kapil Dev, Jr. Assistant)	<ol 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. 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.iii. Processing of files of issuance of Competency Certificates under the provisions of Factories Act, 1948 and rules made thereunder.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).

S. No.	Name & Designation of the Official	Details of work allocated
2.	Sh. Kapil Dev, Jr. Assistant (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 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. Preparation of reports of AKAM, Mission-2023 etc. v. Processing of files/correspondence relating to inspections of Buildings and other construction sites under BOCW Act, 1996 of all Inspectors. vi. Depose as prosecution witness and also assist concerned officer in court cases pertains to his/her district whenever necessary. vii. Any other work that may be assigned from time to time by Director and also by concerned district DD & AD (ISH).
3.	Ms. Reetu, Jr. Assistant (Link officer- Smt. Vijay Mehndiratta, Lab. Technician)	<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 South, South East, North-West & Central Districts of NCT of Delhi. ii. Processing of files/correspondence relating to Asstt. Director (Medical). iii. Depose as prosecution witness and also assist concerned officer in court cases pertains to his/her district whenever necessary. iv. Any other work that may be assigned from time to time by Director and also by concerned district DD & AD (ISH).
4.	DEOs	<ul style="list-style-type: none"> 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/


Dated:

To

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

Copy to:-

1. PS to Commissioner (Labour) – with the request to provide 01 DEO.
2. PS to Addl. LC
3. DLC (Admn.)
- ✓ 4. SA, Lab - with the request to create new user IDs of Ministerial Staff as per above districts to enable them to process online applications of his/her districts.


28/04/2023
Director (ISH)