



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

**LABOUR DEPARTMENT
ADMINISTRTION BRANCH
5- SHAM NATH MARG, DELHI-54**

Email ID: admn-labour@delhi.gov.in

Phone: 011-23963334

F.1/31/1067/LC/Estt./Misc./2021/3141-3145

Date: 08/8/2023

OFFICE ORDER

In view of Advisory Note dated 20.07.2023 issued by MCD for Prevention and Control of Vector Borne Disease and 'Advisory on Conjunctivitis (Eye flu) Prevention' issued by Dte. of Education, GNCTD vide circular dated 27.07.2023, the committees of following officers are hereby constituted at the level of Headquarter and each District Office to monitor and report (on weekly basis) the status on general upkeep, cleanliness, sanitation & availability of other basic amenities in the respective block /district offices.

S. No.	Block/District	Chairman	Members
1.	C-Block, HQ	Sh. Vijay Chandna, DLC (Admn.)	1. Sh. Rajeev Sharma, SO (Admn) 2. Sh. Ravi Kumar Shakya, Electrical Overseer
2.	D-Block, HQ	Smt. Babita, DLC (Vig.)	1. Sh. Gulshan, SO (Caretaking Branch) 2. Sh. Ravi Kumar Shakya, Electrical Overseer
3.	North-West	Sh. Gurmukh Singh, JLC	1. Sh. Rohit, LI 2. Sh. Tarun Chhikara, Electrical Overseer
4.	North	Sh. Gurmukh Singh, JLC	1. Sh. Sandeep Kumar, LI 2. Sh. Pulkit Yadav, Electrical Overseer
5.	East	Sh. Tukaram D. Landge, DLC	1. Sh. Sunil Kumar, LI 2. Sh. Imroz Khan, Electrical Overseer
6.	North-East	Sh. Amardeep, JLC	1. Sh. Ranjay Kumar, LI 2. Sh. Mohan Verma, Electrical Overseer
7.	Shahdara	Sh. Amardeep, JLC	1. Sh. Prashant Kumar Kiran, LI 2. Sh. Saurabh Kumar, Electrical Overseer
8.	South	Sh. Shashi Bhushan, DLC	1. Smt Kavita, LI 2. Sh. Dharambir Gehlot, Electrical Overseer
9.	South-East	Sh. V.K. Rao, DLC	1. Sh. Rahul Kumar, LI 2. Sh. Gulshan Kumar, Electrical Overseer
10.	Central	Sh. Arun Kumar, DLC	1. Sh. Vijay Popli, LI 2. Sh. Rajesh Kumar, IO
11.	New Delhi	Sh. H.N Singh, DLC	1. Sh. Rajesh Kumar, LI 2. Sh. Daya Ram, Electrical Overseer

RAM

12.	South-West	Sh. A.K Biruly, DLC	1. Sh. Abhimanyu, LI 2. Sh. Shiv Ram Meena, Electrical Overseer
13.	West	Sh. Sanjay Gupta, JLC	1. Sh. Narender Kumar, LI 2. Sh. Amit Dabas, Electrical Overseer
14.	Housing Branch	Sh. Vijay Chandna, AHC	1. Sh. Narender Kumar, LI 2. Sh. Amit Dabas, Electrical Overseer

The weekly report should be submitted to DLC (CT) on Monday/Next working day by 11.00 AM positively, who will further compile the reports and will submit to the Commissioner (Labour) for his perusal.

This issues with the approval of the Commissioner (Labour).

Enclosure: Proforma for weekly report.

Dee

8.8.23

(VIJAY CHANDNA)

DY. LABOUR COMMISSIONER (ADMN)/HOO

F.1/31/1067/LC/Estt./Misc./2021/3141-3145

Date: 08/8/2023

Copy forwarded for information and necessary action to:

1. PA to Commissioner (Labour), Labour Department, GNCT of Delhi.
2. PS to Addl. Labour Commissioner, Labour Department, GNCT of Delhi.
3. All Officers concerned for strict compliance.
4. ✓ System Analyst with the request to upload this order on the website of Labour Department.
5. Guard file.

Dee

8.8.23

DY. LABOUR COMMISSIONER

(ADMN)/HOO

LABOUR DEPARTMENT, GOVERNMENT OF NCT OF DELHI

OFFICE:

Report for the Week Ending On:

1.	Whether all overhead/water tanks covered with Lid.	Yes/No
2.	Whether overflow pipe air vent covered with wire mesh/cloth.	Yes/No
3.	(a) Whether all coolers are cleaned on weekly basis, or (b) If cooler cannot be emptied whether one tablespoon of diesel/oil poured	Yes/No Yes/No
4.	Whether water was found stagnated in the premises	Yes/No
5.	Whether water cooler was cleaned on weekly basis	Yes/No
6.	Whether washrooms found cleaned and daily chart of sweeping, swabbing, mopping maintained	Yes/No
7.	Whether stairs, lobbies and verandas regularly been cleaned	Yes/No
8.	Whether dusting of rooms and furniture done on daily basis	Yes/No
9.	Whether toiletries placed in washroom	Yes/No
10.	Action taken i.r.o short comings reported in previous week's report	

**(Name of the Member)
Designation**

**(Name of the Member)
Designation**

**(Name of the Chairman)
Designation**