

**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/ **850**

 Dated: **12/10/23**

**ORDER**

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.	Ms. Reetu, Jr. Assistant (Link officer- Ms. Sapna Kumari Meena, Jr. Assistant)	i. Processing of files/online applications of registration & grant/renewal/amendment of licences including de-registration of factories situated in <b>Shahdara, North-East, East, North &amp; North-West</b> Districts of NCT of Delhi. ii. Processing of files of issuance of Competency Certificates. 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).
2.	Sh. Kapil Dev, Jr. Assistant (Link officer- Ms. Reetu, Jr. Assistant)	i. Processing of files/online applications of registration & grant/renewal/amendment of licences including de-registration of factories situated in <b>South, South East &amp; Central</b> Districts of NCT of Delhi. ii. All work related to processing of applications/files under the Right to Information Act, 2005, VIP/Govt. references, Parliament/Assembly Questions, Audit reports, amendments in Delhi Factories Rules, 1950, OSH Rules, weekly/monthly reports, records of inspections, complaints, prosecutions etc. iii. 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. iv. Processing of files/correspondence relating to Asstt. Director (Medical). v. 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). 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).



S. No.	Name & Designation of the Official	Details of work allocated
3.	Ms. Sapna Kumari Meena, 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 <b>New Delhi, West &amp; South-West</b> Districts of NCT of Delhi. ii. Processing of files relating to FAS reports, records of Industrial Accidents, Statistical files/hand book, BOCW matters. iii. Preparation of reports of AKAM, Mission-2023 etc. 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).

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/ 850

Dated: 12/10/23

To

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

Copy to:- 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.