

**GOVERNMENT OF NCT OF DELHI**  
**LABOUR DEPARTMENT**  
**DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH**  
**5, SHAM NATH MARG, DELHI-110054**

F. No. 27(11)/CIF/Lab/98/ 1868-1875

Dated: 01/07/2024

**ORDER**

Consequent upon superannuation of Sh. J.N. Jain, DD(ISH) and Sh. R.B. Singh, AD(ISH), the following redistribution of work amongst the officers of the Directorate of Industrial Safety & Health is ordered with immediate effect. This order shall supersede all previous orders in this regard.

**1. Work distribution amongst Dy. Directors (ISH):-**

S. No.	Name of the Dy. Director (ISH) and Member-Secretary of District Crisis Group	Districts placed under their control	Charter of Duties
1.	Sh. S. P. Rana	North, North-West & Central	<ol style="list-style-type: none"> <li>1. Member-Secretary of District Crisis Groups of his Districts.</li> <li>2. Work related to online services such as e-district, updating online data of his districts in Shram Suvidha Portal and other computerization work of the Directorate.</li> <li>3. Supervision of the working of the District office.</li> <li>4. Monitoring work related with MAH Installations/Dist./Local Crisis Groups of his districts.</li> <li>5. Renewal / Amendment / Processing of grant of licences &amp; de-registration of factories of his districts.</li> <li>6. Lok Sabha/ Rajya Sabha/Vidhan Sabha Questions of Directorate.</li> <li>7. Enforcement of Acts and Rules assigned to the Directorate.</li> <li>8. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.</li> <li>9. Issuance of Competency Certificates.</li> <li>10. Link officer duties of Director (ISH) during his leave period.</li> <li>11. Any other work assigned from time to time.</li> </ol>
2.	Sh. P.K. Goswami	New Delhi, West & South-West	<ol style="list-style-type: none"> <li>1. Member-Secretary of District Crisis Groups of his Districts.</li> <li>2. Work related to online services such as e-district, updating online data of his districts in Shram Suvidha Portal and other computerization work of the Directorate.</li> <li>3. Supervision of the working of the District office.</li> <li>4. Monitoring work related with MAH Installations/Dist./Local Crisis Groups of his districts.</li> <li>5. Renewal / Amendment / Processing of grant of licences &amp; de-registration of factories of his districts.</li> <li>6. Member in all chemical related meeting such as Solid Waste Management, Slaughter House, etc.</li> <li>7. Enforcement of Acts and Rules assigned to the Directorate.</li> <li>8. Correspondence with Ministry of Labour, DGFASLI, FAS reports &amp; coordination with Statistical Branch of Labour Department, AKAM and any other reports to be submitted on the basis of directions received from GOI.</li> <li>9. Work related to Chemical Inspector of factories.</li> <li>10. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.</li> <li>11. Any other work assigned from time to time.</li> </ol>

3.	Sh. Pinkesh Kumar	South, South-East, Shahdara, East & North-East	<ol style="list-style-type: none"> <li>1. Will perform the duties of DD (HQ).</li> <li>2. Member-Secretary of District Crisis Groups of his Districts.</li> <li>3. Work related to online services such as e-district, updating online data of his districts in Shram Suvidha Portal and other computerization work of the Directorate.</li> <li>4. Renewal / Amendment / Processing of grant of licences &amp; de-registration of factories of his districts.</li> <li>5. Supervision of the working of the District office.</li> <li>6. Enforcement of Acts and Rules assigned to the Directorate.</li> <li>7. Monitoring work related with MAH Installations/Distt./Local Crisis Groups of his districts.</li> <li>8. Work relating to reply of queries under the RTI Act, 2005, PGMS, LG Portal etc.</li> <li>9. Framing Rules, SOPs under new OSH &amp; WC Code and also coordination with Legal Assistant of Labour Department and Law &amp; Justice Department in the issuance of notification in this regard.</li> <li>10. Monthly/Quarterly &amp; Outcome Budget reports etc. of the Directorate.</li> <li>11. Functioning of Industrial Hygiene Laboratory</li> <li>12. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.</li> <li>13. Any other work assigned from time to time.</li> </ol>
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**2. Work distribution amongst Assistant Directors (ISH):-**

S. No.	Name of the Asst. Director (ISH) and Member-Secretary of Local Crisis Group.	Districts under control for enforcement of the Acts and Rules assigned to the Directorate	District Office of the Asst. Director (ISH)	Supervisory officer
1.	Sh. Deepash Bansal	North, North-West, Shahdara, East & North-East	Labour Office (Nimri Colony) & Employment Exchange Building, Pusa	Sh. S.P. Rana
2.	Sh. S. R. Rudra	South & South-East & Central	Labour Office (Pushpa Bhawan & Jhilmil Colony)	Sh. Pinkesh Kumar
3.	Sh. Kausik Sadhukhan	New Delhi, West & South-West	Labour Office (Pusa Road, Karampura & Hari Nagar)	Sh. P.K. Goswami
4.	Dr. Jitender Mann	All Districts	Head Quarters	Sh. Pinkesh Kumar

**3. Duties and Functions of Asst. Directors (ISH):-**

A. Enforcement of all the provisions of the following legislations:-

- a) The Factories Act, 1948 and Rules made there under.
- b) The Manufacture, storage and Import of Hazardous Chemical Rules, 1989 under the Environment Protection Act, 1986.
- c) The Chemical Accidents (emergency Planning Preparedness & Response) Rules, 1996 under the Environment Protection Act, 1986.
- d) The Building and Other Construction Workers (RE & CS) Act, 1996 & Delhi BOCW Rules, 2002.

B. Asst. Directors (ISH) shall perform the following duties:-

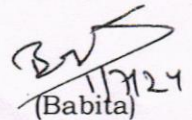
1. Member-Secretary of Local Crisis Group of his Districts.
2. Investigation of all Complaints/Accidents and Dangerous occurrences brought to the notice of this Directorate.
3. Preparation and up keeping of the list of registered factories as well as list of factories involving hazardous process/dangerous operations in the district(s).
4. Periodical inspections of all MAH factories on priority.
5. Any other work assigned from time to time.

**4. Duties and functions of Asst. Director (ISH-Medical)-cum-Certifying Surgeon:-**

- a) Carrying out of the Medical Examination of the workers engaged in hazardous/dangerous process factories wherein medical examinations are mandatory, as per the provisions of the Factories Act, 1948 and Rules made there under and enforcement of the provisions relating to occupational health of the workers, as required under the provisions of the said Act/Rules and discharge of the functions of the "Certifying Surgeon" and "Inspector" as assigned in the aforesaid Act and Rules and in compliance of Order dated 24.01.2017.
- b) Investigation of complaints and cases of occupational diseases.
- c) Work relating to functioning and supervision of the Occupational Health Laboratory and Staff posted for purpose.
- d) Computerization of the records of Inspections/Medical Examinations and realization of examination fee of the workers.
- e) Maintenance of the lists of the hazardous/dangerous operation factories and their computerization.
- f) Any other works assigned from time to time.

5. Inspections shall be carried out only on complaints, accidents and other references.

This issues with the approval of Commissioner (Labour) and shall come into force with immediate effect.

  
(Babita)

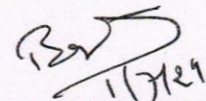
Dy. Labour Commissioner (Admn.)/HOO

No.F.27(11)/CIF/98/Lab/ 1868-1875

Dated: 01/7/2024

Copy to:-

1. P.S. to Commissioner (Labour).
2. P.A. to Addl. Labour Commissioner.
3. All Joint Labour commissioners/Dy. Labour Commissioners.
4. DLC (Admn.)
5. All Dy. Directors (ISH)
6. All Assistant Directors (ISH)
7. System Analyst -With the request to upload this order in Labour Department web portal.
8. Guard File

  
1/7/24

Dy. Labour Commissioner (Admn.)/HOO