

**OFFICE OF THE LABOUR COMMISSIONER  
GOVERNMENT OF NCT OF DELHI  
ADMINISTRATION BRANCH  
LABOUR DEPARTMENT  
5, SHAM NATH MARG, DELHI-110054**

F. No. 27(11)/CIF/Lab/98/1984

Dated: 04/08/2022

**ORDER**

On the basis of addition of 02 more revenue districts with the existing 09 districts of NCT of Delhi, 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. J. N. Jain	North-West & Central	<p>To assist the Director (ISH) in the matters relating to:-</p> <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/Distt./Local Crisis Groups of his districts.</li><li>5. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.</li><li>6. Renewal / Amendment / Processing of grant of licences &amp; de-registration of factories of his districts.</li><li>7. Coordination with Legal Assistant of Labour Department and Law Department in the issuance of notification of Rules framed under OSH &amp; WC Code.</li><li>8. Work related to Safety Awards, other miscellaneous work assigned to him from time to time.</li><li>9. Link Officer of Director (ISH) in his absence.</li><li>10. Assisting Director in all reference matters.</li></ol>

			<p>11. Enforcement of Acts and Rules assigned to the Directorate.</p> <p>12. Any other work assigned from time to time.</p>
2.	Sh. S. P. Rana	North, Shahdara, East & North-East	<p>To assist the Director (ISH) in the matters relating to: -</p> <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. Framing rules, SOPs under new OSH &amp; WC Code.</li> <li>4. Supervision of the working of the District office.</li> <li>5. Monitoring work related with MAH Installations/Distt./Local Crisis Groups of his districts.</li> <li>6. Renewal / Amendment / Processing of grant of licences &amp; de-registration of factories of his districts.</li> <li>7. Lok Sabha/ Rajya Sabha/Vidhan Sabha Questions of Directorate.</li> <li>8. Issuance of Competency Certificates.</li> <li>9. Assisting Director in all reference matters.</li> <li>10. Enforcement of Acts and Rules assigned to the Directorate.</li> <li>11. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.</li> <li>12. Any other work assigned from time to time.</li> </ol>
3.	Sh. P.K. Goswami	New Delhi, West & South-West	<p>To assist the Director (ISH) in the matters relating to: -</p> <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. Enforcement of Acts and Rules assigned to the Directorate.</li> <li>5. Monitoring work related with MAH Installations/Distt./Local Crisis Groups of his districts.</li> <li>6. Renewal / Amendment / Processing of grant of licences &amp; de-registration of factories of his districts.</li> </ol>

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			<ol style="list-style-type: none"> <li>7. Member in all chemical related meeting such as Solid Waste Management, Slaughter House, etc.</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 with 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>
4.	Sh. Pinkesh Kumar	South-East & South	<p>To assist Director (ISH) in the matters relating to:</p> <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. Work relating to reply of queries under the RTI Act, 2005, PGMS, LG Portal etc.</li> <li>8. Functioning of Industrial Hygiene Laboratory.</li> <li>13. Monthly/Quarterly &amp; Outcome Budget reports etc. of the Directorate.</li> <li>9. Parvi officer for court cases contested at any higher Court including High Court and Supreme Court of his districts.</li> <li>10. Assisting Director in all matters.</li> <li>11. Any other work assigned from time to time.</li> </ol>

  
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## **2. Work distribution amongst Assistant Directors (ISH):-**

<b>S. No.</b>	<b>Name of the Asst. Director (ISH) and Member-Secretary of Local Crisis Group</b>	<b>Districts under control for enforcement of the Acts and Rules assigned to the Directorate</b>	<b>District Office of the Asstt. Director (ISH)</b>	<b>Supervisory Officer</b>
1.	Sh. R. B. Singh	New Delhi, West & South-West	Labour Office (Pusa Road, Karampura & Hari Nagar)	Sh. P.K. Goswami
2.	Sh. Deepash Bansal	North, Shahdara, East & North-East	Labour Office (Nimri Colony & Jhilmil Colony)	Sh. S.P. Rana
3.	Sh. S. R. Rudra	South-East & South	Labour Office (Pushpa Bhawan)	Sh. Pinkesh Kumar
4.	Sh. Kausik Sadhukhan	North-West & Central	Labour Office (Nimri Colony)	Sh. J.N. Jain
5.	Dr. Jitender Mann	All Districts	Head Quarter	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 be responsible apart from above for the following duties:-

- a) Member-Secretary of Local Crisis Group of his Districts.
- b) Investigation of all Complaints/Accidents and Dangerous occurrences brought to the notice of this Directorate.
- c) 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).
- d) Periodical inspections of all MAH factories on priority.
- e) Any other work assigned from time to time.

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**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.

  
(Anita Rana) 4/8/22


Dy. Labour Commissioner (Admin)

No.F.27(11)/CIF/98/Lab/1984

Dated: 04/08/2022

Copy to:-

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

  
Dy. Labour Commissioner (Admin)