

Categories of documents held by the authority under its control [Section 4(1)(b)(vi)] (Section 4(1) (b) (vi))

S. No.	Nature of Record	Details of information available	Unit / section where available	Retention period where available
1.	Cases Under the Employess compensation Act, 1923	Case File	D.L.C. Branch	N.A.
2.	Cases under the Minimum Wages Act, 1948.	Case File	D.L.C. Branch	N.A.
3.	Cases Under the Delhi Shops & Establishment Act, 1954.	Case File	D.L.C. Branch	N.A.
4.	Files pertaining to Registration, and grant of License under the contract Labour (Regulation & Abolition Act, 1970)	Case File.	D.L.C. Branch	N.A.
5.	Files pertaining to certification of standing order under the Industrial Employment (Standing orders) Act, 1946.	Case File.	D.L.C. Branch	N.A.
6.	Conciliation Cases under the I.D.Act, 1946.	Case File.	A.L.C Branch	N.A.
7.	Cases under Payment of Gratuity Act, 1972.	Case File	Office of D.L.C.	N.A.
8.	Court Cases Register	High Court Matters/Distt. Court Matters.	Office of D.L.C.	N.A.
9	Challan Register Under Minimum Wages Act, 1986.	Details of the offenders and other related information	Office of D.L.C.	N.A.
10.	Challan Register Under Child Labour (R&A) Act, 1986.	Details of the offenders and other related information	Office of D.L.C.	N.A.
11.	Cess collection register under Building and other Construction workers' welfare cess Act 1996	Details of the parties and other related information.	Office of D.L.C.	N.A.
12.	Register of Establishments registered under the Building and other Construction	Details of the parties and other related information.	Office of D.L.C.	N.A.

	Workers (Regulation of employment and Conditions of Service) Act, 1996.			
14.	Conciliation Cases	Statement of claim reply /rejoinder if any,other related document and orders of referenec / rejection	Office of D.L.C.	N.A.

SECTT CELL(Now Wound up , current work decentralized to district)

S. No.	Nature of Record	Details of information available	Unit/section where available	Retention Period, where available
1	Files from 9 District	Contains conciliation proceedings finding report of CO reference Register order by Secy (L)	Nimri Colony	
2	File Head Register	Reference No. are put with address of files regarding from 9 District	H.O.	
3	Index Register	File arranged alphabetically	H.O.	
4	Dispatch Register of References	Dispatch details of references and other misc. dak.	H.O.	
5	Dispatch Register of Awards	Dispatch details of Awards	H.O.	
6	Diary Register	Receipts of all dak	H.O.	
7	Movement Register	Shows details of movement of files	H.O.	
8	Bound Awards	Awards in bounded form upto 2002	Nimri Colony	

North /North - West Distt.

S. No.	Nature of Record	Details of information available	Unit /section where available	Retention period, where available
1	Complaints of workmen	Name of Union/Meg. Nature of complaint, No. of workers involved	A.L.C. Branch	For the period of 2 years
2	CWC case files	Name of claimant Workmen	D.L.C. Branch	For 5 years

		and Union Name of Mgt., Injury/death claim		
3	M.W. Case files	Name of claimant Workmen and Union Name of Mgt., Less than minimum wages.	D.L.C. Branch	For 5 years
4	Shops & Esst.Case file	Earned wages	D.L.C. Branch	For 5 years
5	Gratuity Appeals	Earned wages	D.L.C. Branch	For 5 years
6	Standing order files	Management & Union	D.L.C. Branch	For 5 years
7	Conciliation case files	Name of workman Union & Mgt., General Demand, Termination	A.L.C./LO Branch	For 5 years
8	2ra cases files	MCD & other Govt. Bodies And private employers	A.L.C./LO Branch	For 5 years