

**OFFICE OF THE SECRETARY-CUM-COMMISSIONER (LABOUR)  
LABOUR DEPARTMENT, GOVT. OF NCT OF DELHI  
5, SHAM NATH MARG, CIVIL LINES, DELHI-110054**

F.No.Lab/Addl.LC/Misc./ 278-286

Dated: 22/12/25

**ADVISORY**

In continuation to previous advisory dated 17.12.2025 issued by Labour Department, GNCTD, all the Employers are advised to stagger office timings in respect of their employees working in their premises in such a manner to ensure that maximum spread over does not exceed prescribed limit as per Factories Act, 1948 and Delhi Shops & Establishments Act, 1954. Further, employers should make best possible efforts to ensure that private vehicles are not used for commutation and as far as practicable shared transport facility be provided by the Employers to their employees. The purpose of issuing this advisory is to ensure that Employers should also take effective measures to curtail pollution in Delhi.

This issues with the approval of Secretary-Cum-Commissioner (Labour).

*U.K. Sinha*  
22/12/2025

(U.K. Sinha)

Addl. Labour Commissioner

**To:**

1. All the Employers of Industrial Establishments, Factories, Shops and Commercial Establishments through their associations.

**Copy to:**

1. The Principal Secretary to Hon'ble LG, GNCTD.
2. The Principal Secretary to Hon'ble CM, GNCTD.
3. The Secretary to Hon'ble Minister (Labour), GNCTD.
4. The Staff Officer to Chief Secretary, GNCTD.
5. The PPS to Principal Secretary/Secretary, Department of Environment, GNCTD.
6. PPS to Secretary-Cum-Commissioner (Labour), GNCTD.
7. All the District In-charges, Electrical Inspector, Director, Industrial Safety & Health to sensitize the stakeholders about this advisory.
8. The Dy. Director (IT), Labour Department, GNCTD to upload this notice on the Labour Department website.