

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

LABOUR DEPARTMENT
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F.1/31/1212/LC/Estt./Weeding Out/2025/2875-2878

Dated: 08/09/2025

CIRCULAR

SUBJECT: REVIEWING AND WEEDING OUT OF OLD AND UNWANTED RECORDS IN LABOUR DEPARTMENT.

Reference to circular dated 01.08.2025 on the subject noted above vide which various sections/branches of the Labour Department were requested to weed out the old records. Such obsolete records leads to unnecessary accumulation of files and occupies valuable space.

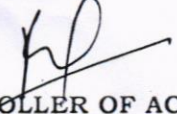
In order to maintain efficiency and proper record management all concerned Officers/Branch Heads are hereby once again directed to undertake a systematic review of records in their custody and initiate weeding out of files.

Instruction for the weeding out process are as under:-

1. To submit the record to be weeding out with categorized wise per Office procedure.
2. Such Branch/Section shall prepare a list of records/files eligible for weeding out.
3. The list should be submitted to the Departmental Weeding out Committee within Five (05) days.
4. Proper record of files weeded out shall be maintained in the weeding register.
5. Confidential/Important documents, if any, shall be disposed strictly following the prescribed procedure.

All Head of Branches/Section are requested to insure strict compliance within the above directions. Those branches/sections who have already submitted above mentioned records are required to mention the category of records (A, B or C) to be weeded out. *The necessary records may be provided positively upto 12-09-2025.*

This issues in accordance to decision taken in the meeting held on 04.09.2025 (Thursday).


DY. CONTROLLER OF ACCOUNTS

F.1/31/1212/LC/Estt./Weeding Out/2025/2875-2878

Dated: 08/09/2025

Copy to:

1. PPS to Secretary-cum-Commissioner, Labour Department, GNCT of Delhi.
2. JLC/DLC, District Heads, Labour Department, GNCT of Delhi.
3. All the Branch In-charges, Head Quarters, Labour Department, GNCT of Delhi
4. Deputy Director (IT Branch), Labour Department, GNCT of Delhi with the request to upload this order on the website of the Department


DY. CONTROLLER OF ACCOUNTS