

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

LABOUR DEPARTMENT
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F.6(619)/Lab/CTB/Weeding Out/2025 | 2868- 2872

Dated: 03/08/2026

CIRCULAR

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

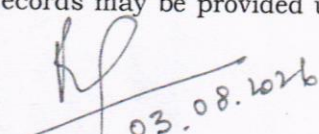
In continuation to circular dated 08.09.2025 vide which various sections/branches of the Labour Department were requested to weed out the old records. Such obsolete records leads to unnecessary accumulation of files and occupies valuable space.

In order to maintain efficiency and proper record management all concerned Officers/ Branch Heads are hereby 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 with the above directions. Those branches/sections may submit above mentioned records after mentioning the category of records (i.e. A, B or C) to be weeded out. The necessary records may be provided upto 07.08.2026

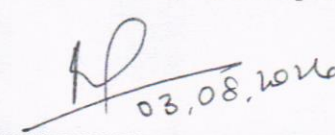

DY. CONTROLLER OF ACCOUNTS

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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