

List of Services Labour Department, GNCTD

Sr. No.	Name of Service	Time Frame as per Department	Status under e-SLA	Status under EDS	Branch
1.	Death Benefits under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Already covered		Board
2.	Funeral Benefits under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Already covered		Board
3.	Registration of Construction Workers under Building and other Construction Workers (RE & CS) Act 1996	60	Already covered		Board
4.	Maternity Benefit under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
5.	Pension under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
6.	Disability pension under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
7.	Loan for the purchase of work related tools under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
8.	Medical assistance under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
9.	Financial assistance for education under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
10.	Financial assistance for marriage under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
11.	Family Pension under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
12.	Ex-gratia payment in case of permanent disability under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
13.	Grant for the purchase of work related tools under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board

14.	Advance for purchase or construction of house under Delhi Building and Other Construction Workers (RE & CS) Rules 2002	60	Second Phase		Board
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ANNEXURE – I

1. Name of the Department / Agency : Labour Department, GNCTD

2. List of Services :

(A) Government to Citizen :

1. Death Benefit under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
2. Funeral Benefit under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
3. Registration of Construction Workers under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
4. Maternity Benefit under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
5. Pension under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
6. Disability pension under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
7. Loan for purchase of work related tools under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
8. Medical assistance under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
9. Financial assistance for education under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
10. Financial assistance for marriage under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
11. Family Pension under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
12. Ex-gratia payment in case of permanent disability under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
13. Grant for the purchase of work related tools under Delhi Building and Other Construction Workers (RE & CS) Rules 2002
14. Advance for purchase or construction of house under Delhi Building and Other Construction Workers (RE & CS) Rules 2002

Annexure -II

1. **Name of the Service:** Death Benefit (Natural/ Accidental) (Rule-279)

2. **Category** : G to C (G to C/ G to B/ G to G)

3. **Documents required for the above service**

- a) Application in Form No. XXXVII
- b) Death certificate (in original)
- c) I.D Proof of applicant/ Nominee
- d) Address proof in case of change of address
- e) Bank account detail of Nominee/ Nominees for RTGS
- f) Documents relating to FIR/ hospitalization in case of accidental death (during employment)
- g) Guardianship Certificate and age proof (in case, if the nominee is minor)
- h) Letter of consent from other nominees (where the number of nominees are more than one)
- i) One passport size photo of Claimant/ Nominee

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">• Receipt of application by board staff in the district concerned• Diary & entry of application in excel format and issuance of provisional receipt.• Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">• Verification / checking of documents by verifying officer (IO/LO) of the concerned district• If documents are not in order, informing short comings to worker• If documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">• Recommendation by recommending officer/DLC of the concerned district• Forwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">• Scrutiny & preparation of bills by Accounts Officer.• Approval of Competent Authority i.e. Secretary Board• Release of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. **Pain areas/difficulties experienced by stakeholders for the above service:** NIL

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name : <u>Dr. Rajender Dhar</u>	Email ID: <u>labjlc2.delhi@nic.in</u>
Designation: <u>Addl. L.C./Secretary Board</u> Mob. No. <u>9810135369.</u>	

Signature: 

Name & Designation of HOD: _____

Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Funeral Assistance (Rule-277)
2. **Category** : G to C (G to C/ G to B/ G to G)
3. **Documents required for the above service**
 - a) Application in Form No. XLI
 - b) Death Certificate (Copy)
 - c) I.D Proof of Applicant/ Nominee
 - d) Address proof in case of change of address
 - e) Bank account detail of Nominee/ Nominees for RTGS
 - f) Documents relating to funeral
 - g) Guardianship Certificate with age proof in case if the nominee is minor
 - h) Letter of consent from other nominees (where the number of nominees are more than one)
 - i) One Passport size photo of Claimant/ Nominee

4.

Steps performed internally for the service	Timefor each step/task (in days)
<ul style="list-style-type: none">• Receipt of application in the district concerned• Diary & entry of application in excel format and issuance of provisional receipt.• Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">• Verification / checking of documents by verifying officer (IO/LO) of the concerned district• If documents are not in order, informing short comings to worker• If documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">• Recommendation by recommending officer/DLC of the concerned district• Forwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">• Scrutiny & preparation of bills by Accounts Officer.• Approval of Competent Authority i.e. Secretary Board• Release of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. **Pain areas/difficulties experienced by stakeholders for the above service:** NIL
6. **Details of the Nodal Officer who shall lead the change agenda for the above service:**

Name : Dr. Rajender Dhar

Email ID: labjlc2.delhi@nic.in

Designation: Addl. L.C./Secretary Board Mob. No. 9810135369.

Signature: _____

Name & Designation of HOD: _____

Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** **Registration of Construction Workers**
2. **Category** : G to C (G to C/ G to B/ G to G)
3. **Documents / Fees required for the above service**

- a. Application form for registration in Form No. XXVII
- b. Age proof- Any certificate/ document (like Voter Identity Card, Ration Card, Driving License etc.) issued by any government agency in the support of the age of applicant. In the absence of any of the above documents, an affidavit by the worker, mentioning his/her age/ date of birth, dully attested by the Notary Public
- c. Employment certificate for 90 days employment in construction sector (Employer/ Trade Unions/ Asst. Labour Commissioner)
- d. Local address proof- Anyone from the following documents shall be considered for local address proof:

1.	Ration card with photo
2.	Bank/ Post Office Pass Book With Photo
3.	Water Bill
4.	Electricity Bill
5.	Land Line Telephone Bill of MTNL
6.	Voters Identity Card
7.	Valid Driving License with Photo
8.	PAN Card by Income Tax Department
9.	Aadhar Card issued by Unique Identification Authority of India
10.	Passport Issued by Government of India
11.	Income Certificate issued by Divisional Commissioner / Deputy Commissioner/ SDM, etc. of Government of NCT of Delhi
12.	Property / House Tax Receipt
13.	Sale deed of Property Registered in the Office of Sub Registrar Delhi
14.	Rent agreement Registered in the Office of Sub Registrar Delhi
15.	90 days employment certificate issued by the employer/ contractor in respect of employed worker.
16.	90 days employment certificate issued by the registered Construction Worker Union in respect of labour chowk worker.

- e. Permanent address proof (UID/Voter ID)
- f. Bank account detail
- g. Mobile number
- h. 2 Passport size photographs
- i. Registration fees Rs. 5/- (once at the time of Registration) and annual contribution Rs. 20/-

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none"> Receipt of application by Board Staff in concerned district. Diary & entry of application in excel format and issuance of provisional receipt. Forwarding to the verifying officer (IO/LO) of the concerned district. 	08
<ul style="list-style-type: none"> Verification / checking of documents by verifying officer (IO/LO) of the concerned district. If documents are not in order, informing short comings to worker. If documents are found to be in order, forwarding the same to the approving officer/DLC through LO/ALC of the concerned district. 	20
<ul style="list-style-type: none"> Approval by approving officer/DLC 	12
<ul style="list-style-type: none"> Information and deposition of the requisite contribution amount by the worker i.e. Rs.25/- (Rs.20/- annual contribution + Rs.5/- registration fee) and issuance of receipt for contribution & registration fee. 	12
<ul style="list-style-type: none"> Printing of Pass Book by Board staff in the concerned district. 	04
<ul style="list-style-type: none"> Issuance of Pass Book to the worker. 	04
Total service delivery time	60

5. Pain areas/difficulties experienced by stakeholders for the above service: NIL

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name : <u>Dr. Rajender Dhar</u>	Email ID: <u>labjlc2.delhi@nic.in</u>
Designation: <u>Addl. L.C./Secretary Board</u> Mob. No. <u>9810135369.</u>	

Signature: _____

Name & Designation of HOD: _____ **Satish Mathur**
Commissioner (Labour)

Annexure -II

1. **Name of the Service** : Maternity Benefit (Rule-271)
2. **Category** : G to C (G to C/ G to B/ G to G)

3. **Documents required for the above service**

- a) Application in Form No. XXXIV
- b) Birth certificate of the child (in original)
- c) Address proof in case of change of address
- d) Prescribed medical certificate issued by authorized Medical Officer, if delivery took place in Hospital
- e) Name & address of Aya/ Attendant, if delivery took place at Home

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer.Approval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. Pain areas/difficulties experienced by stakeholders for the above service: NIL

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name : Dr. Rajender Dhar

Email ID: labjlc2.delhi@nic.in

Designation: Addl. L.C./Secretary Board Mob. No. 9810135369.

Signature: 

Name & Designation of HOD: **Satish Mathur**
Commissioner (Labour)

Annexure -II

1. **Name of the Service** : Pension Benefit (Rule - 273)
2. **Category** : G to C (G to C/ G to B/ G to G)
3. **Documents required for the above service**
 - a) Application in Form No. XXXV
 - b) Address proof in case of change of address

4.


Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer.Approval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60


5. Pain areas/difficulties experienced by stakeholders for the above service: NIL

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name : Dr. Rajender Dhar Email ID: labjlc2.delhi@nic.in

Designation: Addl. L.C./Secretary Board Mob. No. 9810135369.

Signature: 

Name & Designation of HOD: 
Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Disability Pension (Rule-275)
2. **Category** : G to C (G to C/ G to B/ G to G)
3. **Documents required for the above service**
 - a) Application in Form No. XXXIX
 - b) Permanent disability certificate (mentioning nature & percentage of disability) duly issued by a Govt. hospital/ Govt. Medical Board incapacitating him/ her for further earning
 - c) Address proof in case of change of address

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer, BoardApproval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. **Pain areas/difficulties experienced by stakeholders for the above service:** NIL.
6. **Details of the Nodal Officer who shall lead the change agenda for the above service:**

Name : Dr. Rajender Dhar

Email ID: labjlc2.delhi@nic.in

Designation: Addl. L.C./Secretary Board Mob. No. 9810135369

Signature: _____

Name & Designation of HOD: _____

Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Loan for the purchase of work related tools (Rule-276)
2. **Category :** G to C (G to C/ G to B/ G to G)
3. **Documents required for the above service**
 - a) Application in Form No. XL
 - b) Address proof in case of change of address
 - c) Estimated cost of the tools to be purchased (invoice etc.)

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer.Approval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. Pain areas/difficulties experienced by stakeholders for the above service: NIL

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name : <u>Dr. Rajender Dhar</u>	Email ID: <u>labjlc2.delhi@nic.in</u>
Designation: <u>Addl. L.C./Secretary Board</u> Mob. No. <u>9810135369</u>	

Signature: Satish Mathur

Name & Designation of HOD: Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Medical Assistance (Rule-280)
2. **Category** : G to C (G to C/ G to B/ G to G)
3. **Documents required for the above service**
 - a) Application in Form No. XLII
 - b) Address proof in case of change of address
 - c) Copy of admission card & discharge certificate issued by hospital
 - d) Copy of payment vouchers/ cash memos on account of payment made to hospital

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application by Board Staff in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer.Approval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. Pain areas/difficulties experienced by stakeholders for the above service: NIL

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name : Dr. Rajender Dhar

Email ID: labjlc2.delhi@nic.in

Designation: Addl. L.C./Secretary Board Mob. No. 9810135369.

Signature: _____

Name & Designation of HOD: _____
Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Financial Assistance for Education (Rule 281)
(Direct disbursement by Board)
2. **Category** : G to C (G to C/ G to B/ G to G)
3. **Documents required for the above service**

- a) Application in Form No. XLIII
b) Proof of marks
c) Affidavit from the parent of the student in the prescribed proforma
d) Certificate from the Principle/ Head of education institution in the prescribed proforma
e) One passport size photo of the student

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application by board staff in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer.Approval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. Pain areas/difficulties experienced by stakeholders for the above service: NIL

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name : Dr. Rajender Dhar Email ID: labjlc2.delhi@nic.in

Designation: Addl. L.C./Secretary Board Mob. No. 9810135369.

Signature: Satish Mathur

Name & Designation of HOD: Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Financial Assistance for Marriage (Rule-282)

2. **Category** : G to C (G to C/ G to B/ G to G)

3. **Documents required for the above service**

- Application in Form No. XLIV
- Proof of date of birth of the child for whose marriage financial assistance has been applied for
- If marriage already held, copy of marriage certificate
- If marriage to be held, proof with supporting documents indicating of date & place
- Address proof in case of change of address

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application by board staff in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned district for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer.Approval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. **Pain areas/difficulties experienced by stakeholders for the above service:** NIL

6. **Details of the Nodal Officer who shall lead the change agenda for the above service:**

Name : Dr. Rajender Dhar

Email ID: labjlc2.delhi@nic.in

Designation: Addl. L.C./Secretary Board Mob. No. 9810135369.

Signature: _____

Name & Designation of HOD: _____

Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Family Pension (Rule -283)
2. **Category** : G to C (G to C/ G to B/ G to G)
3. **Documents required for the above service**

- a) Application in Form No. XLV
b) Death certificate of Pensioner
c) ID proof of the surviving spouse of the deceased beneficiary
d) Bank account detail of Applicant(spouse) for RTGS
e) Address proof in case of change of address
f) One passport size photo of spouse

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application by board staff in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer.Approval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. **Pain areas/difficulties experienced by stakeholders for the above service:** NIL
6. **Details of the Nodal Officer who shall lead the change agenda for the above service:**

Name : Dr. Rajender Dhar

Email ID: labjlc2.delhi@nic.in

Designation: Addl. L.C./Secretary Board Mob. No. 9810135369.

Signature: _____

Name & Designation of HOD: _____

Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Ex-Gratia payment in case of Permanent Disability (Rule-280)

2. **Category:** G to C (G to C/ G to B/ G to G)

3. **Documents required for the above service**

- a) Application in Form No. XLVI
- b) Permanent disability certificate (mentioning nature & percentage of disability) duly issued by a Govt. hospital/ Govt. Medical Board incapacitating him/ her for further earning
- c) Address proof in case of change of address
- d) Whether put in plaster at residence. If yes, for how many days and amount of expenditure incurred
- e) Proof of payment vouchers/ cash memos on amount of payment made to hospital
- f) Supporting Documents indicating nature of Disease

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application in the district concerned.Diary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned District for sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer.Approval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total Service delivery time	60

5. **Pain areas/difficulties experienced by stakeholders for the above service:** NIL

6. **Details of the Nodal Officer who shall lead the change agenda for the above service:**

Name : Dr. Rajender Dhar

Email ID: labjlc2.delhi@nic.in

Designation: Addl. L.C./Secretary Board Mob. No. 9810135369.

Signature: _____

Name & Designation of HOD: _____
Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Grant for the Purchase of work related tools (Rule-276A)
2. **Category** : G to C (G to C/ G to B/ G to G)
3. **Documents required for the above service**
 - a) Application in Form No. XL (i)
 - b) Address proof in case of change of address
 - c) Estimated cost of the tools to be purchased (invoice etc.)

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer, BoardApproval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. Pain areas/difficulties experienced by stakeholders for the above service: NIL
6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name : <u>Dr. Rajender Dhar</u>	Email ID: <u>labjlc2.delhi@nic.in</u>
Designation: <u>Addl. L.C./Secretary Board</u> Mob. No. <u>9810135369.</u>	

Signature: Satish Mathur

Name & Designation of HOD: Satish Mathur
Commissioner (Labour)

Annexure -II

1. **Name of the Service:** Advance for purchase or construction of House (Rule -274)

2. **Category** : G to C (G to C/ G to B/ G to G)

3. **Documents required for the above service**

- a) Application in Form No. XXIX
- b) Address proof in case of change of address
- c) Proof of property owned by the member, if any
- d) Any other documents in support of the loan application regarding proof of Property & bank balance & sureties etc.
- e) Undertaking for recovery from pay by member in prescribed form
- f) Plan and estimate (approved)
- g) Location Certificate & Land tax receipt
- h) Ownership of building (for maintenance only)
- i) Terminal benefit declaration
- j) No objection certificate from the authorise for construction
- k) Declaration from the applicant that neither he/ she nor his/ her spouse or children own a house (for new construction)
- l) Mortgage dead

4.

Steps performed internally for the service	Time for each step/task (in days)
<ul style="list-style-type: none">Receipt of application in the district concernedDiary & entry of application in excel format and issuance of provisional receipt.Forwarding to the verifying officer (IO/LO) of the concerned district	08
<ul style="list-style-type: none">Verification / checking of documents by verifying officer (IO/LO) of the concerned districtIf documents are not in order, informing short comings to workerIf documents are found in order, forwarding the same to the recommending officer/DLC through LO/ALC of the concerned district	20
<ul style="list-style-type: none">Recommendation by recommending officer/DLC of the concerned districtForwarding of same to the Construction Board by concerned District for approval/ sanction	20
<ul style="list-style-type: none">Scrutiny & preparation of bills by Accounts Officer.Approval of Competent Authority i.e. Secretary BoardRelease of payment to beneficiary through RTGS.	12
Total service delivery time	60

5. **Pain areas/difficulties experienced by stakeholders for the above service:** NIL

6. Details of the Nodal Officer who shall lead the change agenda for the above service:

Name : <u>Dr. Rajender Dhar</u>	Email ID: <u>labjlc2.delhi@nic.in</u>
Designation: <u>Addl. L.C./Secretary Board</u> Mob. No. <u>9810135369.</u>	

Signature: Satish Mathur

Name & Designation of HOD: Satish Mathur
Commissioner (Labour)