

No.Z-20025/02/2019-CLS-I  
Government of India  
Ministry of Labour and Employment

Shram Shakti Bhawan, Rafi Marg  
New Delhi, the 31<sup>st</sup> January 2022.

OFFICE MEMORANDUM

Sub: Executive Record sheet of Central Labour Service Officers – reg.

The undersigned is directed to refer to this Ministry earlier Office Memorandum of even number dated 13.03.2019 on the subject cited above wherein detailed information in the prescribed proforma was requested from CLS officers working in various organization.

2. The concerned organization are again requested to furnishing the updated desired information in prescribed proforma to this Ministry after getting the same verified from their service book/records by the Competent Administrative Authority latest by 15<sup>th</sup> February, 2022 to enable this office to update the requisite information in respect of CLS officers. The soft copy (MS word format) of same may also be sent by e-mail at: [cls1-mole@gov.in](mailto:cls1-mole@gov.in).

Encl: "AA"



( Satish Chander )

Under Secretary to the Govt. of India  
Tele: 23711582

Distribution:-

1. The Estts/Organizations concerned.
2. CLC ( C ), Ministry of Labour and Employment, New Delhi.
3. DGLW, Ministry of Labour & Employment, Jaisalmer House, New Delhi.
4. The Director General, Ordnance Factory Board, S.K. Bose Marg, Kolkata.
5. Director General of Works, CPWD, Nirman Bhavan, New Delhi.
6. Labour Welfare Commissioner ( Central), Director General Quality Assurance, "G" Block, Ministry of Defence, New Delhi-110011.
7. Labour Welfare Commissioner ( Central), Naval Hqr, M/o Defence, "A" Block, New Delhi-110011.
8. Labour Welfare Commissioner ( Central), MGO's Branch, M/o Defence (Army), Wing – IInd, Block -3, 1<sup>st</sup> Floor, R.K.Puram, New Delhi
9. Labour Welfare Commissioner (Central) Defence Research Development Org., DRDO Bhavan, New Delhi -110011.
10. M/o Health & Family Welfare, (Central Hospitals), Nirman Bhavan, New Delhi.
11. Directorate of Printing, Ministry of Urban Development, Nirman Bhavan, New Delhi.
12. Admn.I/SE Section, O/o –CLC ( C ), New Delhi.
13. CLS.II (Vig) Section, Ministry of Labour and Employment.
14. The General Secretary, Central Industrial Relations/CLS Officers' Association.
15. Personal file of the Officers concerned/Office Order bundle/spare copies.
16. NIC with the request to kindly upload the same in the Ministry website [www.labour.nic.in](http://www.labour.nic.in) under Office Memorandum link: <https://labour.gov.in/office-memorandum>.

**FORMER SHEET OF CLS OFFICERS**

Affix passport size  
Photograph

1.	Name of the Officer					
2.	Date of Birth					
3.	Male/Female					
4.	Present Post held					
5.	Pay level					
6.	Basic Pay					
7.	State of Domicile					
8.	Mother Tongue / Religion					
9.	Language Known					
10.	Whether Direct Recruit/Promotee (Year of Examination in respect of DR)					
11.	Date of initial Appointment & Confirmation in JTS grade					
12.	Date of Retirement					
13.	Qualification					
14.	Whether SC/ST/OBC					
15.	Posting Details (Till Date)	<b>Post/ Grade</b>	<b>Estb.</b>	<b>Place/ Station</b>	<b>From</b>	<b>To</b>
16.	Posting Details prior to JTS Grade (applicable only for promotees to JTS grade)	<b>Post/ Grade</b>	<b>Estb.</b>	<b>Place/ Station</b>	<b>From</b>	<b>To</b>
17.	Present Assignment being handled					
18.	Complete Official Address including telephone/fax/e-mail address:					

19.	Residential Address: a) Present b) Home town c) Permanent d) Official (also indicate Tel. No.- Office/residence/Mobile)	
20.	Particulars of period of deputation / foreign service with duration and Name of the Organization	
21.	Particular of Training undergone in entire career	
22.	Number of times deputed abroad by the Government on official assignment	
23.	Country Visited with Period	
24.	Any other information	

Signature

Date:

Name & Designation of the Officer concerned

**CERTIFICATE OF THE ADMINISTRATIVE AUTHORITY**

Certified that the information under Columns No. 1 to 24 has been verified  
from the Service Book/Records of the Officer and found correct.

Signature

Name of the Administrative Authority

Designation