

**No.78/4/2010-Adm.I**  
Government of India  
Ministry of Labour and Employment  
Labour Bureau

SCO 28-31, Sector 17-A,  
Chandigarh -160017,  
Dated: 08.06.2020.

**OFFICE ORDER No. 77 OF 2020**

In exercise of the powers conferred under Rule 14 of the Delegation of Financial Powers Rules, 1978 read with Rule 142 of Central Treasury Rules, **Smt. Monica Thind, Joint Director, Labour Bureau, Chandigarh** is hereby declared as "**Head of Office**" in respect of Labour Bureau, Chandigarh for all purposes with effect from **8.5.2020** or until further orders.

2. In exercise of powers conferred by item 54 of Appendix (I) Rule 2(6) of F.Rs and S.Rs the undersigned also hereby declare **Smt. Monica Thind, Joint Director, Labour Bureau, Chandigarh** as "**Controlling Officer**" for the purpose of Travelling Allowance Adjustment and Medical Reimbursement of officers below the level of Assistant Director. However, **Shri Bharat Bhushan, Deputy Director General**, will be the controlling officer in respect of officers of level of Assistant Director and above upto the Director for the purpose of Travelling Allowance adjustment. The medical reimbursement claims of officers of level of Assistant Director and above and Travelling Allowance adjustment bills of officers of level of Deputy Director General and above shall be submitted to Director General.

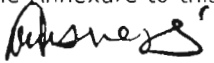
3. The undersigned also hereby delegates to **Smt. Monica Thind, Joint Director**, the following powers subject to the conditions specified in relation to corresponding items of the Supplementary Rules and General Financial Rules.

(1) To decide the shortest of two or more routes except in the case of Assistant Director/Hindi Officer/PPS/Programmer/Deputy Director/EDP Manager/Joint Director/Director in whose case the power will continue to be exercised by the Head of Department.

(2) To sanction advances to Government Servants in connection with natural calamities.

4. The Head of Office will also be the Controlling officer in respect of Travelling Allowance Adjustment of contractual employees upto the level of Supervisor, however, in respect of Junior Consultant and Senior Consultant, **Shri Bharat Bhushan, Deputy Director General** will be the Controlling Officer for the purpose.

5. In exercise of the powers conferred by Rule 13(3) of the Delegation of Financial Powers Rule, 1978 as amended from time to time, the undersigned as Head of Department hereby also authorizes **Smt. Monica Thind, Joint Director, Labour Bureau, Chandigarh** to exercise powers to incur recurring and non-recurring contingent expenditure to the extent indicated in the Annexure to this order.

  
(D.P.S. Negi)  
Director General

**Distribution:**

1. The Pay & Accounts Officer, Labour Bureau, Chandigarh along with the specimen signatures of Smt. Monica Thind, Joint Director, Labour Bureau, Chandigarh.
2. The Manager, Union Bank of India, Sector - 17 B, Chandigarh along with the specimen signatures of Smt. Monica Thind, Joint Director, Labour Bureau, Chandigarh.
3. Shri Bharat Bhushan, Deputy Director General, Labour Bureau, Chandigarh.
4. Under Secretary, Govt. of India, ESA Unit, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg New Delhi.
5. Under Secretary, Adm.III Section, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi.
6. Smt. Monica Thind, Joint Director, Labour Bureau, Chandigarh.
7. The Controller of Accounts, Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi.
8. Section Officers/DDO, Labour Bureau, Chandigarh/Shimla.
9. Cashier, Labour Bureau, Chandigarh.
10. Adm.(G), Cash Section & Printing Cell, Labour Bureau, Chandigarh.
11. Head of Office, Labour Bureau, Shimla.
12. All Divisional Heads, Labour Bureau, Chandigarh/Shimla and Regional Offices.
13. EDP Manager, Labour Bureau, Chandigarh.
14. P.A. to D.G./DDG.
15. Hindi Cell for Hindi version/Office Order Book.