

**INSTRUCTIONS FOR FILING OF COMPLAINTS/ CLAIMS/WRITTEN STATEMENT/
REJOINER ETC. AND OTHER CORRESPONDENCE RELATING TO CASES**

All **complainants/unions/appeallant** (beneficiaries) are requested to file ID/Claim /complaint/written statement/rejoinder/ written argument etc and other correspondence relating to Cases through email id: dyclcndldigital@gmail.com . **It is to be noted that only complaints pertaining to the jurisdiction of NCT of Delhi will be entertained by this office.**

In order to to file any ID/Claim Application/complaint/written statement/rejoinder/ written argument etc and to have a segregated system of complaints, it is **MANDATORY** to mention specifically the following in the **SUBJECT portion of email** : As shown in table below.

<u>Nature of Complaint</u>	<u>Subject Must include</u>	<u>Example : To be mentioned in subject portion of Email ID</u>
Industrial Disputes- section 2(A), 2(K) ,9(A), 25(T), 33(3) and rule 61, 33(1), 18(1), 29	Industrial Dispute	Industrial Dispute : Industrial Dispute of Sh ABC under Sectionworking at
Claim Application Under minimum Wages Act	Claim Under MWA	Claim Under MWA : Claim Application of Sh ABC working at
Claim Application Under Payment Wages Act	Claim Under PWA	Claim Under PWA : Claim Application of Sh. ABC
Claim Application Under Payment of Gratuity Act	Claim Under PGA	Claim Under PGA : Claim Application of Sh. ABC
* Individual Complaints/ Union Complaints	Individual Complaint	Individual Complaint : Complaint of Sh. ABC working at
Claim Application Under 33(C)(1) of ID Act	Claim Under 33(C)(1) of ID Act	Claim Under 33(C)(1) of ID Act : Claim Application of Sh. ABC
Appeal Under Payment of Gratuity Act	Appeal Under PGA	Appeal Under PGA : Appeal of Sh. ABC working at
Appeal Under Contract Labour Act	Appeal under CL Act	Appeal under CL Act : Appeal of Sh. ABC working at

Claim Application under Section 25 (2) (v) under CL Act	Claim Under 25(2)(v) of CL Act	Claim Under 25 (2) (v) CL Act : Claim Application of Sh. ABC
Claim Application Under ER Act	Claim under ER Act	Claim under ER Act : Claim Application of Sh. ABC
Enquiry under section 10(1) of CL Act	Enquiry under Section 10(1) of CL Act	Enquiry under Section 10(1) of CL Act : Enquiry of Sh. ABC
Accident enquiry under BOCW Act	Accident enquiry under BOCW Act	Accident enquiry under BOCW Act : Enquiry of M/s ABC
Written Argument	Written Argument	Written Argument : In case of M/s ABC.....
Rejoinder	Rejoinder	Rejoinder : In case of M/s ABC.....
Written Statement	Written Statement	Written Statement : In case of M/s ABC.....

***Individual Complaint :** It is mentioned that if complainant/Union wants settlement of wages out of court or an inspector under a specific law is competent to take legal action, it will be treated as individual complaint.

For Example :

1.) For filing claim under Minimum Wages Act following should be done -:

In this to you have to write email id :
dyclcndlndldigital@gmail.com

New Message

To | Cc Bcc

Subject

In this Subject you have to write different subjects for different applications. in this we are taking example of filing claim unde Minimum wages Act so you have to write as : **Claim Under MWA** : Claim Application of Sh ABC working at

Thereafter the email will be like

Draft saved

dyclcndldigital@gmail.com

Claim Under MWA : Claim Application of Sh ABC working at

Send

Further, the complainant/ applicant/ appellant shall also be required to send

1. Email id of complainant for Video Conferencing
2. E-mail id of Employer against whom the complaint/ Industrial Dispute/ Claim Application is filed for service of summon and Video Conferencing
3. Name and Contact details of complainant and Employer
4. Name and details of workers affected.
5. Period of Complaint / Industrial Dispute/ Claim Application

Format for complaints/ ID's / Claims etc is provided in the Download/ Forms Section. Please refer to the same before filing.

It is to be noted that only complaints/ appeals/ claims/ and other correspondence filed under proper head and proper format as shown above will be taken into consideration by this office, else the same is liable to be discarded.

By Order:

RLC(C)/ HOO, New Delhi