

By E-mail

No.: Adm.I/30(08)/2022  
Government of India  
Ministry of Labour & Employment  
Office of the Chief Labour Commissioner (Central)  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated: 16.03.2022

To

All the Dy. Chief Labour Commissioners (Central).

Subject: Executive Record Sheet of Labour Enforcement Officer  
(Central) - Reg.

Sir,

I am directed to seek out 'Executive Record Sheet' of all the Labour Enforcement Officers (Central) in the prescribed proforma (copy enclosed) after getting the same verified from their service book/ records by the Competent Administrative Authority latest by 30<sup>th</sup> March, 2022 to enable this office to update the requisite information in respect of LEOs(C). the soft copy (MS word format) of the same may also be sent by e-mail at [ria.sinha@nic.in](mailto:ria.sinha@nic.in)

2. This issues with approval of the Chief Labour Commissioner (Central).

Yours faithfully

Encl.: As above.

*R. Sinha*  
(Ria Sinha)  
Section Officer

Copy to :

1. All LEOs(C)
2. PS to CLC(C)/ PS to Addl. CLC(C).
3. S.E & Vigilance Section, O/o CLC(C), Hqrs.
4. Office Order Folder/ Personal file of the LEOs(C)/ Spare copies.
5. IT Cell with the request to kindly upload the same in the O/o CLC(C) website.

*Pls do  
handl.  
Sb  
21/3/22*

*L/O (AO)*

*dlf  
21/03/2022*

## RETURN 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 <i>LEO(C) POST</i>					
12.	Date of Retirement					
13.	Qualification					
14.	Whether SC/ST/OBC					
15.	Posting Details (Till Date)	Post/ Grade	Estb.	Place/ Station	From	To
16.	Posting Details prior to <i>LEO(C) POST</i> (applicable only for promotees to <i>LEO(C) POST</i> )	Post/ Grade	Estb.	Place/ Station	From	To
17.	Present Assignment being handled					
18.	Complete Official Address including telephone/fax/e-mail address:					