

Municipal Corporation of Delhi
OFFICE OF THE ADDL. COMMISSIONER (LAW)
04th Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre
Near J.L. Nehru Marg, Minto Road, New Delhi-110002

No.Addl.Commr.(LAW)/MCD/2026/D-007

Dated :- 10.04.2026

OFFICE MEMORANDUM

Subject : Regarding streamlining the Labour Court cases pending before the labour courts and Execution Courts .

In order to streamline disposal of Labour Court cases and to avoid any adverse order passed from the Labour / Executing Courts and releasing of excess payment in favour of the claimants/workmen, in supersession of earlier instructions issued on the subject, all the stakeholders are directed to follow the undermentioned instructions:-

1. The LECMOS (Legal Case Monitoring System) portal is already operative which needs to be streamlined by all concerned and monitor the status for early disposal to avoid adverse order and court attachments.

The role and responsibilities of all stake holders are as under :-

(i) Role and responsibilities of retainers

- a. All retainers are bound to enter the entire labour court cases with copy of claim pending with them on the LECMOS portal at the earliest. If the retainers are not having any copy of claim, then they shall apply certified copy of the same immediately.
- b. They will send intimation to the department for filing reply/calculation sheet atleast fifteen days prior to the date fixed
- c. They will ensure the filing of reply/calculation sheet immediately of the same day after receiving from the zone/department.
- d. The retainers will inform about the disposal of the cases immediately after passing the orders by the court on the LECMOS with scanned copy of orders.
- e. If the claimant has filed more than one case on the same claim before the Court then its information will be given to all concerned immediately as well as on LECMOS with proof i.e. copy of the claims and other documents, if any.
- f. Retainer will ensure that in every case essential details like BMID/PPO No. (as the case may be), name of employee , father name, address, present posting /last posting (as the case may be) are captured. If any of the above detail is found missing in the claim, then the retainer take objection before the Hon'ble Court.

(ii) Role and responsibilities of ALOs /JLOs

- a. All ALOs/JLOs are bound to enter the entire labour court cases with copy of claim pending with them on the LECMOS portal at the earliest.
- b. They will send intimation to the department for filing reply/calculation sheet at least fifteen days prior to the date fixed
- c. They will ensure that no judicial ruling is available which has restricted the claim amount, means that it has been rejected by any CAT, Labour Court , High Court.
- d. A compendium of such rulings may be compiled and circulated to all stakeholders / Retainers on regular basis. They will forward a copy of the order/ruling to the concerned department/DDO and Labour Department.
- e. The case may be examined from legal perspective during legal vetting in order to safeguard the interest of the MCD.
- f. All legal circulars and orders issued from respective courts (Labour, CAT, High Court) may be circulated and apprised from time to time . A copy of such compendium may be uploaded on LECMOS portal for dissemination of information.



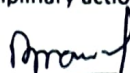
- i. They will take **immediate follow up action** with the concerned DDO to decide whether the **award/order/judgement is to be implemented** or challenged and take further immediate action **as per the decision**.
- j. If the appeal is to be **filed against the award/order/judgement** then the concerned ALO/JLO will **follow up with the concerned Standing Counsel/Department** and ensure filing of appeal within the limitation period.

(iii) Role and responsibilities of ALWOs /LWSs

- a. All ALWOs /LWSs will enter the details mentioned in the copy of claims /notices received from Law Department, Retainers or ALOs/JLOs on LECMOS portal immediately after receiving but not later than three days.
- b. Simultaneously, they will forward the claim and documents to the concerned department/DDO through LECMOS portal.
- c. They will check the LECMOS portal on daily basis and in coordination will ensure the updation of the record uploaded by the department, ALO/JLO and the retainers.
- d. The case study of non genuine /fake cases may be circulated with coordination of concerned DDOs to avoid occurrence of any such case in near future in any zone.
- e. Test check of 10% cases may be done during the quarter in respect of compliance and proper verification of calculation and entry into the service record.
- f. They will ensure that at the time of regularization or retirement of any workmen of the Corporation, all his /her dues are calculated by the concerned department /DDO and mentioned in the regularization order /PPO.

(iv) Role and responsibilities of DDOs

- a. All DDOs will enter the details mentioned in the copy of claims /notices received from any corner including Law Department, Retainers or ALOs/JLOs on LECMOS portal immediately after receiving but not later than three days.
- b. After receiving the copy of claim /notices and documents on the LECMOS the concerned DDOs shall immediately get the vouchers verified and calculation of the arrears /dues of the workmen will upload on the LECMOS portal within five days. He will also inform to the concerned ALO/JLO and Retainer about uploading the calculation on the portal.
- c. He will ensure that signed copy of the duly verified calculation sheet is handed over to the retainer timely.
- d. If the vouchers needs to be verified from the different zones/departments, DDO will personally contact to the concerned DDO/Department from which the voucher is to be verified and if they do not cooperate on the issue then he will contact the DCA/DC/HOD immediately seeking their intervention. The vouchers must be verified immediately but not later than seven days.
- e. He will ensure that the Pay & Pension Order sheet (PPO) must contain all retirement dues/ arrears which is to be paid to the workmen at the time of his retirement. This exercise of calculation of dues/arrears must be started at least six months prior to the retirement .
- f. He will ensure that at the time of regularization of any workmen of the Corporation, all his /her dues are calculated and intimated to workmen and to the concerned department so that it becomes part of letter of regularization. It will avoid the dispute later on.
- g. They will ensure that the amount calculated and duly verified by the Accounts Department shall be released in a time bound manner without waiting for court orders or withdrawal of the case by the workmen.
- h. They shall ensure that no double payment is made under any circumstances in any mode of the payment and they will also ensure proper entry of the payment on the Service Book as well as on LECMOS portal, if any case is pending before the Labour Courts.
- i. If the concerned DDO fails to perform the aforesaid duties within time bound manner, they shall be personally held responsible and his/her case shall be placed before the Competent Authority for initiating disciplinary action.



(v)

Role and responsibilities of EC/BC

- a. The concerned EC/BC will not share any departmental information of the regular/daily wagers/contractual employees to any person except as permitted by law. If any EC/BC is found sharing information, her/his case shall be placed before the Competent Authority for initiating action as per rule.
- b. EC/BC shall put all notices, copy of claims /applications /order and awards to the concerned DDO immediately after receiving the same and take action at the earliest as directed by the DDO. He will also ensure preparation of calculation sheet strictly as per records in consultation with DDO and Accounts department in timely manner.
- c. The EC/BC shall maintain proper record of PF & SB and make necessary entries in the same in a time bound manner. He will also maintain proper record of court cases.
- d. On transfer, the EC/BC shall hand over the complete charge of his/her seat to his successor without any delay.
- e. If the EC/BC fails to perform the aforesaid duties within time bound manner, he/she shall be personally held responsible and his/her case shall be placed before the Competent Authority for initiating disciplinary action.

(vi)

Role and responsibilities of Accounts Department

- a. The Accounts Officer will ensure the proper verification of the vouchers including GPF entry of the claimant /workmen presented by the concerned DDO/EC/BC within three days positively and same shall be reflected in LECMOS portal.
- b. He will ensure that the amount calculated and duly verified by the Accounts Department shall be released in a time bound manner without waiting for court orders or withdrawal of the case by the workmen. Sufficient fund should be made available to make priority payment. This will avoid unnecessary litigation including filing of execution cases and further court attachments.
- c. If the vouchers are related to other zones/departments, the concerned Accounts Officer of the concerned Zone/Department shall ensure that the vouchers must be verified within five days, if the concerned department do not verify the vouchers within the time bound manner then the case of Accounts Officer shall be placed before the Competent Authority for initiating action against him.
- d. If the Accounts officer fails to perform the aforesaid duties within time bound manner, he shall be personally held responsible and his/her case shall be placed before the Competent Authority for initiating disciplinary action.

(vii)

Role and responsibilities of IT Department

- a. AO/IT department shall ensure that multiple entry system i.e. Entry of Claim by Law Department, Labour Department, Retainers, DDOs and ALO/JLO is enabled.
- b. Timely and periodic updation as per the need of the LECMOS portal to be ensured.
- c. Periodic training of all concerned to be held.

(viii)

Role and responsibilities of Deputy Commissioner/HOD

- a. The Deputy Commissioner/HOD shall be responsible for over all supervision and monitoring of labour court cases pertaining to zone/department. They will ensure the weekly meetings with the concerned ALOs/JLOs, DDOs, Accounts Officer and ALWOs are held to monitor the progress of the compliance of the court orders, filing of reply/calculations, filing of appeals against the awards, if any etc. Record of such meeting held to be maintained.
- b. He will ensure proper functioning of Help Desk to assist the workmen so that the litigation could be curtailed in labour court cases.
- c. He will ensure distribution of PPO sheet containing all payment of dues/arrears at the date of retirement and he will personally handover the PPO sheet to the workmen in retirement function.
- d. He will ensure that all the dues of the workmen be reflected in the letter of regularization issued to him.
- e. In case any double/multiple/excess payment to the workman in pursuance of any award is detected at any stage, the concerned DC/HOD shall immediately issue

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directions to recover the same from the concerned workman along with interest. The disciplinary action will be initiated against all delinquent officials who have received excess payment fraudulently.

- f. He shall fix the responsibility against the delinquent official for non-compliance of the above instructions.

The Law Department and Labour Department should jointly review the compliance of the above instructions. Periodic report will be submitted to Commissioner, MCD for his perusal and necessary directions.

This is issued with the prior approval of the Commissioner, MCD.



(Pankaj Agrawal)

Addl. Commissioner(Law)

Distribution:-

1. All Additional Commissioners
2. All DCs/HODs - Through Addl. CLO
3. All Law Officers Through Addl. CLO
4. All Retainers/Advocates Through Addl. CLO
5. ✓ AO/IT, for uploading in the website

Copy for kind information to the Commissioner, MCD


15/04/28
Subash