

**OFFICE OF THE COMMISSIONER (LABOUR)**  
**LABOUR DEPARTMENT, GNCT OF DELHI**  
**5- SHAM NATH MARG, DELHI- 110054**

F.No.15(11)/Lab/2019 /282 - 285

Dated:- 16/04/2025

**CIRCULAR**

Indian Metrological Department has predicted that the temperature in Delhi and Northern Plains will be higher than normal from April to June 2025. To prepare for the same, all the establishments/factories/shops/construction sites are advised to make the following arrangements and take precautions at the work place as under

In order to cope with the weather conditions and as effective strategy to tackle the situation and as part of Heat Action Plan, Director of Industrial Safety, Electrical Inspectorate, all District In-charges in their respective jurisdiction should ensure that all the establishments/factories/shops/construction sites should make following arrangements and take precautions at the work place as under –

1. Change the shift of work as far as possible, to avoid peak hours (12 - 4 PM).
2. Ensuring necessary arrangements to regulate piece rate and requirement/urgency for undertaking physical work during summer.
3. Ensure adequate clean drinking water availability at the work place.
4. Ensure availability of cooler/fans at the work place.
5. Make emergency kit (Ice packs, ORS, etc.) for the construction workers/employees.
6. Heat related illness should be attended properly and promptly and report of any case of heat related illness should be made to nearby health facility/hospital. Co-ordination with Health Department for regular health check-up of workers.
7. Work place should not be over-crowded and should be properly ventilated.
8. Slowing down the pace of work, especially if the workers feels even slight heat strain.
9. Negotiating different schedules to let workers do the hardest work during the coolest parts of the day.
10. Rescheduling rest timings to avoid work during high/ extreemly hot temperatures, where this is not possible, a two-person crew should be assigned to perform work during extremely hot temperatures.
11. Providing rest areas as near to the work place as practicable.
12. Making workers aware of the dangerous excessive heat and humidity and remedial measures.
13. Display of posters and banners with heat wave safety tips and emergency contact numbers.

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14. All Fire-fighting equipment such as Fire Extinguishers, Sand Buckets, Water supply for fire fighting and Fire Alarm should be in place and in working condition.
15. Flammable Items such as flammable chemicals, solvent etc. should be kept at isolated cool place and be handled by authorised persons.
16. Stair cases should be free from any obstacle.
17. Work place should be in hygienic condition.
18. No worker should be allowed to work in the direct exposure of sunlight.
19. All Electrical equipment should be switched off when they are not in use.
20. Sensitizing/imparting training to the workers/employees about the precautions to be taken during the heat wave conditions including covering of their head during direct exposure to sunlight etc.
21. All electrical installation works in the NCT of Delhi shall be executed by an Electrical Contractor Licensed in this behalf and under the direct supervision of a person holding a Certificate of Competency and by a person holding a permit issued.
22. All electrical equipment shall be selected so as to withstand safely the stresses and the environmental conditions which it may be subjected.
23. All electrical equipment shall be selected so that it will not causes harmful effects on other equipment or impair the supply during normal service including switches operations.
24. After completion of wiring, a general inspection shall be carried out by competent personnel to verify that the provisions of National Electrical Code have been complied with. This shall verify that all equipment, fittings, accessories, wires and cables, used in the installation are of adequate rating and quality to meet the requirements of the load. General workmanship of the electrical wiring with respect to the layout and finish shall be examined for neatness facilitating easy identification of circuits of the systems, adequate clearances.



Verification of all the protective devices for their rating, range and upward/downward variation in device settings shall be ensured.

25. All electrical circuits and sub-circuits should be controlled and protected through main switch fuse units (SFUs)/ circuit breakers (CBs) of requisite capacity for protection against over load and short circuit. The supply of electricity to all electrical installations of 2 KW and above shall be controlled by a Residual Current Device (RCD) for providing protection against electric leakage.
26. There shall be no joints in the electric wires/cables installed as far as possible. In case of requirements, the joints shall be properly made and covered adequately as per the relevant Standards.
27. The arrangements shall be made for adequate emergency lights as per the provision of the National Electrical Code.
28. All non-current carrying metallic parts and the metallic frames of the electrical appliances/equipment shall be properly earthed.
29. Fire extinguisher dealing with electric fire/sand buckets filled with dry sand shall be kept at conspicuous place.
30. Every item of the electrical system used in the installation shall confirm to the Electrical Safety Regulations.
31. The owner of the electrical installation with more than 250 KW connected load shall designate electrical safety officer, who possess a degree in Electrical Engineering with at least five years experience in operation and maintenance of electrical installations or a Diploma in Electrical Engineering with at least ten years experience in operation and maintenance of electrical installations. The electrical safety officer shall carry out recommended periodic tests and inspect the electrical installation at intervals not exceeding one year and keep a record thereof.
32. As per the Regulation 33 (1) of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2023, upon receipt of an application for a new or additional supply of electricity and before commencement of supply or recommencement of supply after the supply has been disconnected for a period of six months, the supplier shall either test the installation himself or accept the test results submitted by the consumer when same has been duly signed by the licensed electrical contractor.

33. As per the Regulation 45 (1)(a) of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2023 every electrical installation of notified voltage and below shall be inspected, tested and self-certified by the owner or supplier or consumer.
34. Any kind of inflammable material shall not be stored near the electric panels, switch boards and equipment's/appliances.
35. In case of fire, the electric supply needs to be immediately switched off.

Director of Industrial Safety, Electrical Inspectorate and all District In-charges to ensure strict compliance.

This issues with the approval of Competent Authority.



(K.M Singh)

Joint Labour Commissioner

Copy to-

1. Special Secretary, DDMA, GNCTD
2. PS to Commissioner Labour.
3. All District JLC/DLCs, DISH and Electrical Inspectorate to sensitize the market association, industrial association, trade association and construction sites regarding the above advisory.
4. System Analyst to upload this advisory on the website of Labour Department.