

DELHI TRANSPORT CORPORATION
(Government of NCT of Delhi)
I.P. Estate : New Delhi - 110002.

Dated: 13-2-2013

To, Admnl(Misc)/ 112

OFFICE ORDER No. 2

Sub.: Imposition of Fine upon Conductors in case of detection of ticketless passengers etc.

In pursuance of Board Resolution No. 27 /2013 Dated 22.1.2013 the Office Order No. 4 issued vide No.Adm-I-3(18)/02 dated 26.11.2002, the following modifications are made:

- a) Enhancement of penalty from Rs. 10/- to Rs. 50/- per offence after issue of Show Cause Notice to the employee committing minor irregularity as mentioned from S. No. 1 to S. No. 12
- b) In the list of misconduct/irregularity "allowing passengers to travel without tickets/travelling beyond the scheduled fare on the part of conductor" is included with a penalty of Rs. 75/- per ticketless person in that particular trip.

The Office Order shall be executed in the following manner:

1. In addition to issuance of CFT against the ticketless passenger @ Rs.200/- per passenger, the checking officials shall also issue challan against the conductor of the said bus for not issuing tickets to the passengers there by causing financial loss to the Corporation and forward the challan alongwith report to the Disciplinary Authority for disciplinary action against the conductor.
2. On the receipt of the detailed challan/reports, the Unit Officer/ Disciplinary Authority shall process the case through Summary Trial proceedings by way of issuing a Show-Cause Notice for imposition of fine against the concerned conductor. For the sake of uniformity a fine @ Rs. 75/- (Rupees Seventy five Only) per CFT/ per ticketless passenger against the defaulter conductor (Contractual & Regular) be imposed. The disciplinary authority should issue one Show Cause Notice for the challan/report received during the preceding week to the conductor. In the Show Cause Notice, the date of CFT issued to the ticket less passengers and the challan issued to the conductors should also be mentioned. It should also be indicated in the Show Cause Notice as to why a fine @ Rs.75/- for each CFT/per ticketless passenger be not imposed.

3. One Show Cause Notice can deal with one or more challans issued that week and accordingly a fine @ Rs.75/- for each CFT/per ticketless passenger can be imposed by the Disciplinary Authority of the conductor.
4. In addition to imposition of fine @ Rs.75/- for each CFT/per ticketless passenger against the conductor concerned, an advisory letter will be issued to him by the Disciplinary Authority.
5. The total amount of fine may be imposed in any wage period on the conductor and it shall not exceed an amount equal to 3% of wages payable to him in respect of that wage period (i.e. 3% of payable salary).
6. In the event of confirmation of fine, order shall be conveyed to the conductor concerned with a copy to the Pay Bill Clerk concerned to recover the same from the salary of the conductor concerned.
7. In the cases of contractual conductors found involved in such irregularities, in addition to the imposition of fine @ Rs. 75/- for each CFT/per ticketless passenger against the conductor concerned, action will be taken as per the following:
 - i) In the first instance of not issuing tickets to more than 3 passengers in a month, he will be given a Notice by the Disciplinary Authority that in case he repeats the same irregularity, his contract will be liable to be terminated.
 - ii) In the second instance of not issuing tickets to more than 3 passengers in any subsequent month during his service in DTC, his contract will be liable for termination after Show Cause Notice.
 - iii) For not issuing tickets to more than 10 passengers within a period of 6 months, his contract will be liable for termination after a Show Cause Notice.
8. All Unit Officers shall ensure upkeep of records regarding employee-wise / month-wise details of fines recovered on this account to be kept by the person responsible for the payment of wages under Section 3 of Payment of Wages Act. An entry in service record would also be endorsed. This record will be subject to internal audit at Unit/ Mqrs. level from time to time and the responsibility of upkeep of the above records will be laid with the Depot manager concerned.

9. In the case of regular conductors the Disciplinary Authority shall take stern action by way of major penalty proceedings against those who are found involved for not issuing tickets to more than 3 passengers in a month and repeated for second time during his service in DTC. Past record shall also be considered while imposing the punishment.
10. The conductor involved in the such irregularities shall not earn incentive for that month when the fine / punishment was imposed even if otherwise he/she fulfils the other criteria for incentive during that month.
11. In case the checking officials detect the alighting passengers for not having the tickets and are not in a position to issue challans to the conductors instantly alongwith copy of CFT, they may send reports on the aforesaid irregularity to their Controlling Officer on the same day indicating Bus No., Time and Place of checking etc. who shall send the reports to the concerned Unit Officer / Disciplinary Authority for initiating disciplinary action against the conductor as per the procedure explained above.
12. In partial modification of Office Order No.4 circulated vide No.AdmI-3(18)/02 dated 26.11.2002, instead of recovering the money from the crew on the spot by the checking officials for the list of misconduct/irregularities as per Annexure 'A' of the aforesaid Office Order, the Checking Officials shall issue challans to the defaulter crew and send the challan/reports to the concerned disciplinary authorities. The disciplinary authority shall issue Show Cause Notice to the defaulter staff and recover the fine as per the laid down procedure on the subject.
13. Further, in partial modification of Office Order No.4 circulated vide No.AdmI-3(18)/02 dated 26.11.2002, the amount of penalty is enhanced from Rs. 10/- to Rs. 50/- for all the minor misconduct/irregularities.

The above orders would be given wide publicity by the Depot Managers/Unit Officers/Regional Managers for the information of crew (regular & contractual) and checking officials. The crew (regular & contractual) and checking officials would also be instructed by the Unit Officer to act accordingly.

These issues with the approval of Competent Authority.

Enclosed : Annexure-A


Chief General Manager (Admin.)

All HODs

All RMs

All DMs / Unit Officers

Senior Manager (Audit)

Senior Manager (PR)

All Notice Boards in Depots/Units/Hqrs.

cc: Sr.Mgr.(Tr.)-CMD's Sectt. . for favour of information of CMD.

ANNEXURE - A

LIST OF MISCONDUCT / IRREGULARITIES AND PENALTY

S.No	Brief of Misconduct	Penalty per offence (in Rs.)
1.	Non-wearing of Uniform / Non-display of Name Plate	Rs. 50/-
2.	Smoking while on duty	Rs. 50/-
3.	Non-display/improper display of Destination Boards (Front, Rear and Side)	Rs. 50/-
4.	Delaying bus without cause	Rs. 50/-
5.	Non-parking of bus at proper bus stop	Rs. 50/-
6.	Non-picking up/dropping passengers at proper bus stop	Rs. 50/-
7.	Not-having complaint book while on duty	Rs. 50/-
8.	Performing duty without carrying bag money	Rs. 50/-
9.	Non-reporting to the Time Keeper on T.K. Booth at the terminals	Rs. 50/-
10.	Reading books/Magazines while on duty	Rs. 50/-
11.	Impolite behaviour with public/staff	Rs. 50/-
12.	Non-cleanliness of buses (Plying dirty buses on road).	Rs. 50/-
13.	Allowing passengers to travel without tickets/travelling beyond the scheduled fare on the part of Conductor	Rs. 75/-