

- 47 -

DELHI TRANSPORT CORPORATION  
(GOVT. OF N C T OF DELHI)  
1 P ESTATE NEW DELHI

No. PLD-II/Duties/2013/ 321A

Dated :- 29.10.13

**Sub: Deployment of Staff in various sections in the depots.**

CMD has approved the deployment of staff for various duties as per details given below:-

**1. Cash Section**

1. Cashier Incharge	09:30-18:00
2. Asstt. Cashier	06:00-14:30
3. Asstt. Cashier	12:00-20:30
4. Asstt. Cashier	15:00-23:30
5. Asstt. Cashier	20:00-06:30

- Additional 1 person for counter duty for the depots having outshedding more than 150.

**2. Ticket Section**

All Ticket Sections should be computerized.

1. Sr. Clerk	Incharge
2. TTC	06:00-14:30 (Counter Duty + Misc. Duties)
3. TTC	14:00-22:30
4. TTC	20:00-06:30

- Additional 2 persons for Counter Duty for the depots having outshedding more than 150.

**3. General Office**

1. Acctt./OS
2. AI(A) - Supervision and court cases
3. Paybill Seat No.1
4. Paybill Seat No.2
5. P.File Seat No.1
6. P.File Seat No.2
7. Settlement and PF Advance Seat/Income-tax
8. Medical /ESIC Seat / Livery
9. AI(T)
10. Asstt. in AI(T) Section
11. RTI

- 2 Additional persons for the depots having outshedding more than 150.

4. **Workshop Office** (only workshop officials are to be deployed)

**Standard Floor**

1. Log Book Seat
2. Tyre Seat
3. POL Seat
4. B/down + Misc.

**Low Floor**

1. Log Book Seat
2. Air Bills Seat
3. AMC
4. POL Statement & other misc. work

5. **Stores** (only workshop officials are to be used against the shortage of ASKs)

**Standard Floor**

1. SK I/c + Local Purchase
2. Stock Holder (Auto)
3. Stock Holder (Misc.)+POL)
4. Center Duty

**Low Floor**

1. ASK

- Foreman Shift Incharge will take care of CNG Pumps.

6. **Schedule Section**

1. TI Incharge + Counselling
2. Conductors Attendance & Leave Applications
3. Drivers Attendance & Leave Applications
4. Duty Allocation (Drivers & Conductors)
5. Memo Seat and Dak
6. TI Court and Accidents Cell

7. **Control Room** (only supervisory staff are to be deployed)

1. DO Morning
2. Fleet (I)
3. Fleet (II)
4. Outshedding
5. DO Evening
6. Fleet (I)
7. Fleet (II)
8. Outshedding
9. DO Night
10. Fleet (Closing)
11. Fleet (Closing)

- Total 8 persons will be deployed in Control Room in the Depots having outshedding less than 75 buses.

8. **Pass Section**

Two conductors for single shift pass section and four conductors for double shift pass section.

9. GPS

Standard Floor

Low Floor

Computer Section - 1 persons

4 officials to look after GPS and other related work.

(2 conductors + 2 workshop officials)

10. Drivers

Depot Gate Duty - 3 (workshop officials or medically unfit drivers for line duty are to be deployed).

CNG Filling - 1 Driver for each lot of 50 buses.

**Additional Drivers for Standard Floor Buses**

Store Van - 1

Jeep Duty (if available) - 1

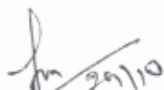
Recovery Van - 2

- Workshop officials possessing valid heavy vehicle licence be used for servicing and washing.

11. RM Office

1. Asstt. Foreman
2. Steno
3. Sr. Clerk
4. Computer Operator
5. Diary / Despatch Clerk
6. One driver (if official vehicle is attached with RM)

All concerned may take action accordingly and send the compliance by 1st Nov. 2013.

  
 Manager (Per.)

All Depot Managers

All R.M's

All HOD's

C.C. to:- Sr.Manager I/C CMD's Sectt.

DELHI TRANSPORT CORPORATION

I.P. ESTATE : NEW DELHI

No. PLD-II/Misc./2013/ 3407

68 -  
Dated: 14/11/2013

Subject: -Deployment of staff in various sections in the depots.

In partial modification of this office letter No. PLD-II/Duties/2013/3219 dated 29.10.13 the duty hours of Asstt. Cashier at S.No. 5 in Cash Section and TTC at S.No.4 in Ticket Section may be read as 22:00 to 06:30 instead of 20:00 to 06:30.

This has the approval of the competent authority.

  
Manager(Pers.)

All Depot Managers.

All R.M's

All HOD's

cc to :- Sr. Manager I/c CMD's Sectt.

50

**Most Immediate**  
**Out Today**

**DELHI TRANSPORT CORPORATION**  
**(GOVERNMENT OF N.C.T. OF DELHI)**  
**I.P.ESTATE : NEW DELHI.**

No.PLD-II/Misc./2013/ 3522

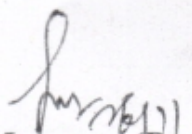
Dated:- 26.11.2013

**Sub:- Deployment of staff in various sections in the depots.**

Further to this office letter No.PLD-II/duties/2013/3219 dated 29.10.13, CMD has approved the deployment of following additional staff for duties as per details given below:-

1. One workshop official for Diary/Despatch seat in General Office.
2. Two traffic supervisory staff to units where outshedding is partly done in other depot's in evening shift.

All concerned may take necessary action accordingly.

  
Manager (Per.)

**All Depot Managers**

**All R.Ms**  
**All HOD's**

C.C. to:- Sr.Mgr. I/C CMD's Sectt.

Most Immediate  
Out Today

DELHI TRANSPORT CORPORATION  
(GOVERNMENT OF N.C.T. OF DELHI)  
I.P. ESTATE: NEW DELHI


No. PLD-II/Misc./2014// 1201

Dated: 4.3.2014

Subject :- Deployment of staff in various sections in the depots.

Further to this office letter No. PLD-II/duties/2013/3219 & 3522 dated 29.10.13 and 26.11.2013, CMD has approved the deployment of following additional staff for duties as per details given below :-

1. One additional person be deployed in General Office for the depots having bus fleet of 200 buses.
2. One additional person be deployed in control room for the depots having bus fleet of 200 buses.

  
Manager (Pers.)

CGM(Pers.)  
All Depot Manager  
All R.Ms.  
All HOD's

cc to :- Sr. Mgr.I/C CMD's Sectt.