



Delhi Transport Corporation

(Govt. of NCT of Delhi)

I.P. Estate: New Delhi-110002

E-Mail: dtc_itd@yahoo.co.in

Website: <http://dtc.nic.in>

No. ITD-HQ/2014/8317 DTC

326-337

Dated: 21.03.2014

Attention is invited towards Circular No. DTC/IRD-HQ/2014/81 dated 10.03.2014 issued by Labour Officer.

2. In this connection it is clarified that Soft Copies of all circulars /orders are also required to be send to IT Dept at Email-ID "dtc_itd@yahoo.co.in" along with hard copies to be forwarded through covering letter duly signed by Competent Officer.

For information and necessary action by all concerned PI.

CGM IR - 368
25/03/2014
PR/14/273
25/3/14

Dayanand
21/3/14
Manager (IT)

6/03/24/13

- All CGMs
- Dy. CGM (P)
- Addl. CAO
- All Sectional Heads

204. Rem(Law)
Sr. Manager (Pub)
Sr. Manager (PR)

Copy to:-

- ✓ CGM (IR): for information Please.
- Dy. CGM (IR): for information Please.
- Sr. Manager (Tr.), CMD Sectt.- for information Please.
- Sr. Manager (IT): for information Please.

Sh. R R
Sh. Rai
26/03

DELHI TRANSPORT CORPORATION
(GOVT. OF N.C.T. OF DELHI)
PUBLIC RELATIONS DEPTT.(HQ)
I.P. ESTATE : NEW DELHI-110 002


No.:PR/2014/123

Dated: 14/3/14


Reference letter No.:DTC/IRD-HQ/2014/81 dated 10.03.2014, the requisite Circular/Office Order are enclosed for necessary action please.

Encls.: As above.

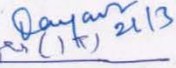
ITD HQ/14/1217
14/03/14.
21.3.14.


(R S MINHAS)
SR. Mgr.(PR/Marketing)

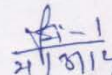
Sr.Mgr.(IT):


14/3/14
Dun 18/3
R. Hattaram
19/3/14

R.P.O. with the remarks that soft copies of circulars/orders may be sent to IT Dept. along with hard copies, so that same may be uploaded on DTC website.


Manager (IT) 21/3
Sr. Mgr. (PR/Marketing)

"dte_1tel@jaboo.co.in"


21/3/14
Sr. Mgr. (IT)

DELHI TRANSPORT CORPORATION
OFFICE OF THE CHIEF, GENERAL MANAGER (P)

No. PRM 2002 / 1301

Dated: 15-11-2002

Sub: Publication of the NITs/Advts. in the Newspapers.

It has been observed that there are certain inherent weaknesses in the existing practice/procedure being followed for publication of NITs/Ads in the newspapers that lead to inordinate delays thereby adversely affecting the functioning of important departments. With a view, therefore, to streamline the process of getting the NITs/Advertisements published in the newspapers, the following instructions are hereby issued for strict compliance by all concerned.

2) The proposals with regard to the publication of the ads/NITs shall be sent to the PR Department **at least 30 days in advance** of the tentative date of opening of tender etc. so as to facilitate appropriate processing thereof.

3) The concerned HODs will personally ensure that the material to be published contains only the contents which are necessary to be conveyed to the target readers through the newspaper. The contents of the Tender Documents such as terms & conditions etc. shall not be added to the material proposed for publication to the possible extent since it leads to the increased requirement of space in the newspaper and, thus, causes undue financial burden on the Corporation.

4) As per practice in vogue, the selection of newspapers for publication of Ads/NITs ~~is being~~ made by the HODs concerned. There are, however, certain problems inherent to this practice since on account of ignorance about the rates/charges of various newspapers, they are unable to work out a balance between the total value involved in the procurement of the items/material etc. & the expenditure to be incurred on publication, thus, many a times select such newspapers which are very costly vis-à-vis the nature of the Tender. **The selection of the Newspapers shall, therefore, be done by the P.R Deptt. in full view of the importance of the tender, the rates of the newspapers and the circulation/readership thereof.**

5) In order to make the process of selection of newspaper more objective, the concerned departments, while sending the NITs to PR Department for publication, will also indicate the **approximate value** involved in the procurement of the items/material tendered for in the noting on the subject.

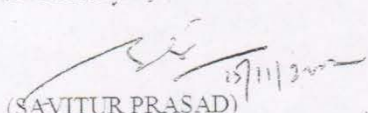
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6) The publication of the NITs will be restricted to one newspaper (daily) each in English, Hindi and Urdu or two English Dailies & one Hindi Daily depending on the importance of the NIT. Whether the NIT is to be published on National Level or the Local Level shall be clearly specified by the concerned department in the noting on the subject with clear justification therefor while sending the same to PR Department.

7) In case of display advertisements (Informative Advertisements), the number & names of newspapers will be decided/finalized in consultation with the HOD concerned.

8) All proposals for the publications of Tenders/Ads will be sent to the PR Department through the Tender Cell only to ensure coordinated action.

The above instructions will come into force with immediate effect and any deviation/non-compliance thereof shall be viewed seriously.


(SAVITUR PRASAD)
CHIEF GENERAL MANAGER(P)

All HODs
Addl. CAO
Sr. Mgr. (A.cs)
Manager (Audit)

Copy to PS to CMD

Delhi Transport Corporation
(Government of NCT of Delhi)
I.P. Estate : New Delhi


No.PR/2013/ 666

Dated: 16/9/13

It has been observed that the information with regard to accident/incident is not communicated to Public Relations Department well in time. As such it is not possible to present the DTC's view point to the Press/Media.

Therefore, henceforth all Regional Managers are requested to communicate the full details to Sr. Manager (PR) immediately after the accident/incident so that same could be apprised to the media without delay, if required.

All Regional Managers


(A.K. Goel)
Chief General Manager (PR)


9/9/13

DELHI TRANSPORT CORPORATION

(GOVT. OF NCT OF DELHI)
PUBLIC RELATIONS DEPTT. HQ
L.P. ESTATE:NEW DELHI-02

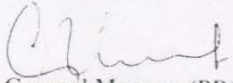
NO:CGM(PR)/Cir./2012/ 66

Dated: 15/2/12

CIRCULAR

Press Clippings are being sent to concerned RM's for Comments/Reports of their Region. There is delay on the part of Region's in sending the Comments/Reports on these Press Clippings. It is, henceforth, directed that all the RM's will send the consolidated position of their Region within three days after the receipt of the Press clippings.

Depot Managers will send their comments/reports through RM's only.


Chief General Manager(PR)

15/2/2012

✓ XII Regional Managers:

XI Depot Managers:

M/R ✓

DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
OFFICE OF THE CGM(PR)
I.P. ESTATE : NEW DELHI-02

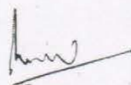
No.: CGM(PR)/Cir./2012/ 653

Dated: 5/11/12

"CIRCULAR"

The Secretary to Minister of Transport, GNCTD has desired to send the copy of Press Clipping's rebuttal/reply to the concerned newspaper on next day of Press Clipping in case of adverse reporting by the newspaper.

All HOD's are requested to provide the facts and all the related requisite information to the Senior Manager(PR) on the same day of Press Clipping on e-mail latest by 3p.m., so as to ensure that reply/rebuttal be sent to concerned newspaper on the next day to enable the P.R. Deptt. to send the reply accordingly. The e-mail address of P.R. Deptt. is www.dtcprm@gmail.com.



(A K GOEL)
Chief General Manager (PR)

All HOD's:

All RMs.

Cc to : Sr.Manager (Tr.)CMD Sectt. : for kind information please.