

DELHI TRANSPORT CORPORATION
(Government of NCT of Delhi)
I.P. Estate : New Delhi - 11 00 02.

No. Admnl(Misc)/ 901

Dated: 23-12-13

OFFICE ORDER No.9

In supersession to Office Order/directions issued earlier for imposition of Fine upon Conductors(Contractual also) in case of detection of ticketless passengers etc., it is notified for information and necessary action to all concerned that the following guidelines shall now be enforced 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 challans/reports received during the preceding week to the conductor. In the Show Cause Notice, the date of CFT issued to the ticketless 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 three instances on each occasion for not issuing tickets to more than 3 passengers in a month, he will also be Warned & given a Notice by the Disciplinary Authority that in case he repeats the same irregularity, his contract is liable to be terminated.
 - ii) In the fourth 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 on different occasions 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 or 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/ Hqrs. 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. The Checking Officials for the list of misconduct/irregularities as per annexure "A" shall issue challan 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, the amount of penalty for all minor misconduct/irregularities is enhanced from Rs. 10/- to Rs. 50/-.

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.

This is also without prejudice to the right of Corporation to initiate departmental action against the conductors who are found to have accepted money from the passengers and not issued tickets or issued tickets of lesser denomination.

This issues with the approval of Competent Authority.

Enclosure : Annexure-A



Chief General Manager (Admn.)

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/-

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P.ESTATE, NEW DELHI
<http://ar.delhigovt.nic.in>

No.F.15/3/2013-AR/ 1570-1637/C

Dated: 27/01/14

To
The General Manager (Admn.),
Delhi Transport Corporation,
DTC (HQ), I.P.Estate,
New Delhi-01.

dy. cam (AR)
28/1/14

28/1/14
10/1/14

Sub.: Result of Manual of Office Procedure Test held on 30/08/2013 – Distribution of Merit Certificate & Cash Awards to successful candidates.

Sir/Madam,

I am directed to inform you that the result of the "Manual of Office Procedure Test 2013" held on 30/08/2013 has been declared and the same is available on the website of this department at <http://ar.delhigovt.nic.in>.

The Cash Award and Merit Certificate to those candidates who have secured 70% and above marks in the test is to be distributed on 10th February, 2014 (Monday) at 3:00 PM in Conference Hall No. 1, 2nd Level, Delhi Secretariat, I.P.Estate, New Delhi-110002 in a function.

It is further informed that the officers/officials who have secured 40% to 69% marks in the said test may be directed to collect their Cash Award and Merit Certificate in person from Administrative Reforms Department on any working day between 2:30 PM to 4:30 PM with effect from 04.02.2014 to 21.02.2014. Thereafter no cash rewards shall be disbursed by the department so as to facilitate submission of final adjustment of accounts to the PAO.

The successful candidates should be instructed to produce their original Identity Card and to submit their Admission ticket in original at the time of collection of cash reward and should also be instructed to collect the prize money personally. In no case letter of authority shall be entertained for the same. The candidates may also be informed that any further requests or correspondence in this regard will not be entertained by the department.

Yours faithfully,

28/1/14
dy. cam (AR)

Sangeet Mathur
(SANGEET MATHUR)
ASSTT. DIRECTOR (AR)
Ph. : 23392421

D.T.C. I.P.ESTATE NEW DELHI 62.

No. Adm I (Misc.); 2014; 85

Dated: 30-1-14

Copy forwarded to all concerned for information.

(Jai Egarwan)
Manager (Admn.) HQ

All concerned

29/1/2014

28/1/14
28/1/14


DELHI TRANSPORT CORPORATION
I.P.ESTATE : NEW DELHI

No.Admn.I-9(1)/2014/ 69

Dated :- 21-1-2014

Due to Security Arrangement in connection with Republic Day celebration 2014, it is notified for information and necessary action by all concerned that the Offices/Sections of DTC HQ and I.P.Depot will remain closed from 2 P.M onwards on 22.1.2014 and 25.1.2014 and on 23.1.2014 and 26.1.2014, the office will remain closed till 1200 Noon.

This has the approval of the Competent Authority.


(JAI BHAGWAN)
MANAGER (ADMN)

21/1/2014

All Sectional Heads of HQ

Manager (Security)

Depot Manager (I.P.Depot) – with the request to take up the matter with SHO, I.P.Estate,
Police Station for operation of buses.

DELHI TRANSPORT CORPORATION
I.P.ESTATE : NEW DELHI

No. Adm-I(Misc.)/2014/ 89-96

Dated : 4-2-14

Further to office circular No.Adml(Misc)/2013/220 dated 22.3.2013, it has now been decided by the Competent Authority that CVO, all CGMs, all RMs and all Depot Managers will meet public every day for at least one hour from 10 AM to 11 AM in their respective offices for redressing the grievances/complaints of Citizens. In case, Head of the Department is not available due to some urgency, the Second in Command Officer in the respective Department should be available for Public Hearing.


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Manager (Admn.)

All HODs

All RMs

All Depot Managers

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
TRANSPORT DEPARTMENT, (SECRETARIAT BRANCH)
5/9 UNDER HILL ROAD, DELHI-110054

File No. 52-14
सं. एच. ए. सी. 5/9

19(39)/Tpt/Sectt./2011/15

DATED: 28/01/2014

CIRCULAR

Regarding observation of **Wednesday** as "Bus Day" to promote use of Public Transport.

Ref: D.O No.P.45011/3/2013-CC(Pt)4312 Dated 18 October, 2013.

In pursuance of the above referred communication received from Hon'ble Minister, Petroleum & Natural Gas, Government of India, it has been decided to observe every **Wednesday** as "Bus Day" to promote use of public transport and discourage use of personal vehicle by asking all employees to use only public transport at least once in a week as a measure to encourage use of public transport and fuel conservation.

In view of this, it is requested to ask the employees of your Department to use only public transport on every **Wednesday**.

This issues with the approval of the Competent Authority.

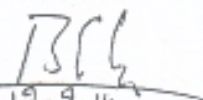
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Commissioner (Transport)

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

No. Adml/Misc/2014/199

dated:- 12-2-2014

Forwarded for strict compliance of above instructions/directions of Commissioner (Transport).


12-2-14
Manager (Admn.)

- All HoDs
- All Officers of Hqtr.
- All RMs
- All DMs/ Unit Officers
- All Sectional Head of Hqtr.

Board

DELHI TRANSPORT CORPORATION
I.P.ESTATE : NEW DELHI

No. Admi-9(1)/2014/97-104

Dated : 12-2-14

OFFICE ORDER

It is notified for information to all concerned that a committee comprising the following officers has been constituted to review the suspension cases of the officers/employees of the Corporation.

1. CMD - Chairperson
2. CVO - Member
3. CGM (Admn.) - Member
4. CGM(F)/FA - Member
5. CGM -- of a particular stream/discipline whose officer/employees are under suspension

In the absence of CGMs for (3) & (5), Dy.CGM(Admn.) and Dy.CGM of a particular stream/discipline shall be in the Committee.

Suspension cases would invariably be reviewed before expiry of 90 days from the date of order of suspension.

Manager (Admn) will be the Nodal Officer and it will be the responsibility of the Nodal Officer to put up all suspension cases before the Committee to review the same. In the absence of Manager (Admn.), Labour Officer will be the Nodal Officer.

This has the approval of the Competent Authority.


Manager (Admn.)

11/2/2014

All HoDs

All R.Ms

All Depot Managers/Unit Officers

Labour Officer

DELHI TRANSPORT CORPORATION
(Government of NCT of Delhi)
J.C. Estate : New Delhi - 11 00 03

Admn(Misc)/112

Dated: 13-2-2013

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 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/reports 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.

The Show Cause Notice can deal with one or more offences 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/Hqrs. level from time to time and the responsibility of upkeep of the above records will be laid with the Depot Manager concerned.

- 25
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.Adml-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.Adml-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 (Admn.)

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.



Delhi Transport Corporation

(Govt. of NCT of Delhi)
I.P. Estate: New Delhi-110002

No.: DTC-HQ/ADMN/2014/2-11

Dated: 14.02.2014


ORDER

Further to Order No. DTC-HQ/ADMN/2014/68-78 dated 31.01.2014, it is for information of all concerned that 4 Nos. Biometric Attendance Machines have been installed in HQ Building at following locations:

1. HQ Main Gate - 2 Machines
2. Outside PR section - 1 Machine
3. CMD's Sectt. - 1 Machine

All the officers and officials working in HQ have to mark attendance through Biometric Attendance System w.e.f. 15th Feb., 2014. All the officers & officials are requested to register their finger impressions in Reception Room at main gate of HQ by today, if already not done.

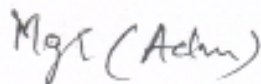
In case any official does not mark attendance through Biometric System, then he/she would be treated as absent from duty on that day.


(Zothankhuma)

Chief General Manager (Admn).

All the Officers/Sectional Heads
Notice Board

Copy to: CMD for information, please.


(Admn)