

**MINUTES OF MEETING HELD ON 29.01.2015 WITH CGMs,  
Dy.CGM(IT), RMs AND PCO (STA) IN CONFERENCE HALL,  
TRANSPORT DEPARTMENT CHAIRED BY COT/CMD.**

The review meeting of CGMs, Dy.CGM(IT) and RMs was held under the chairmanship of CMD in Conference Hall, Transport Deptt. on 29.01.2015 at 10.00 AM to take feedback on Biometric Attendance System (BAS) and other issues.

During the course of the meeting the following issues were discussed and decision taken:

1. In case of tampering of Biometric Instrument by miscreants, Unit Officers shall immediately lodge FIR. Further, RMs shall get preliminary enquiry conducted into the matter and find out the culprit. On the basis of findings major penalty proceedings be initiated against the accused employee.

{Action:All Dy.CGMs/RMs/DMs/MS-I & MS-II}

2. IT Department will generate centralized data (unit-wise) on employees' attendance through server so that a view can be taken at corporate level on employees' punctuality and regularity.

एक कदम स्व {Action:Dy.CGM(IT)/RMs/DMs/MS-I & MS-II}

3. RMs shall ensure that Time Keepers posted in the region mark their attendance in BAS in the depots/units nearest to their place of working/time keeping point/terminal.

{Action:Dy.CGM(IT)/All RMs/DMs}

4. DMs shall personally access the requirement of staff in morning shift on the basis of data available. Accordingly, required number of operational staff be called as 'spare' so that no operational staff remains unutilized/under-utilized during the morning shift.

{Action:CGM(O)/All RMs/DMs}

5. There is great variation in the percentage of OK duty in depots, even within the same region. The percentage of OK duty finds no improvement on Sundays and Gazetted Holidays when the roads are relatively free from traffic. Further, adequate number of roadworthy buses are available in the depots to replace the break down buses. RMs shall analyze this aspect within the depots of their respective region and ensure not less than 90% OK duties in both sifts.

{Action:CGM(O)/All RMs/DMs}

**DELHI TRANSPORT CORPORATION**  
CMD's Secretariat: IP Estate : New Delhi - 110002


No.CMDDTC/2015/ 77-88

Dated : 30-01-2015

Minutes of the meeting are forwarded to all concerned for information and necessary action please.

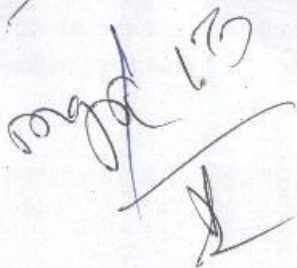
TD-118/15/432  
30-1-15



  
(B. Das) 29/1/15  
OSD to CMD

All CGMs  
All Dy.CGMs/RMs/DMs  
I/C MS-I & MS-II, Vigilance Officer  
PCO (STA)  
Dy.CGM(IT): with the request to upload the above minutes in DTC website –  
internal domain.

DY.CGM (IT) - I



  
02/02