

MINUTES OF MEETING HELD ON 05.05.2015 WITH HODs/RMs/DMs AND OTHER OFFICERS IN CONFERENCE HALL, DTC HQRS CHAIRED BY CHAIRPERSON-cum-MANAGING DIRECTOR.

A Review Meeting with HODs/RMs/DMs & other Senior Officers was held under the chairmanship of CMD in Conference Hall at Hqrs. on 05.05.2015 at 10.00 a.m. onwards. During the course of the meeting, the following issues were discussed and decision taken:

1. The functions of Bio-metric Attendance System (BAS) be properly ensured by the I.T.Deptt. Any reported case of tampering with the system be firmly dealt with by the Controlling Officer including recovery of the cost of repair from the defaulter after fixing up the responsibility. Disciplinary action be taken against officials, who are enrolled in BAS, but not marking attendance in BAS. As reported by R.M.(South) in S.V.Depot, the data generated does not indicate the attendance marked by some Officers/employees. I.T.Deptt. should immediately take up the matter with the vendor concerned and apprise the status to C.M.D.

(Action:All CGMs/Dy.CGMs/RMs/DMS/Dy.CGM(IT)

2. As per the Operational Statistics for the last four years, it is evident that in the month of Jan. 2015, the actual norm in the category of Drivers & Conductors in DTC was 2.6 and 2.71 men per bus respectively. This figure is much better than the actual norm existing in the year 2014. Further, the ratio of Contractual Drivers/Regular Drivers was 65:35 and Conductors, it was 43:57 approximately in Jan.2015. R.M.(South) informed that in respect of South Region, shortage of Drivers prevails, C.M.D. asked Dy.CGM(P)II & R.M.(South) to sort out the issue on current position.

(Action:DyCGM(P)II/RM(South)

3. Depot Managers shall sanction the leave applications of the Operational staff in advance. Any prevailing practice of sanctioning leave applications, received late i.e., after the date of availing of leave should be stopped forthwith. In case, the employee is unable to send his leave application due to emergent situation, but telephonically informed to the Duty Officer and in such cases the Duty Officer should make proper entry of the information in the appropriate Register. RMs shall ensure this in the depots under their administrative control during the depot inspection.

(Action:All RMs/DMs)

J (S/S)
CGM(P)
Dy.CGM(IT-I&II)
Dy.CGM(Civ)
Addl CAOZ & II
PA

Myth (IT)
I & II

AIR

Coord (IT)
BPK
11/05

4. RMs shall monitor the Evening out-shedding. CGM(O) suggested that regular staff should not be deployed on double duty as Compensatory Rests granted against double duty performed by the regular staff aggravates the absenteeism. The DMs shall ensure scrutiny of Compensatory Rest granted to the employees performing extra duties and ascertain if it affects outshedding and take appropriate action thereof.

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

5. CGM(O) informed that Delhi Police hires Standard floor buses from Bawana Depot & D.K.Depot. These Depots should be provided 10 each Contractual Drivers.

(Action:Dy.CGM(P)II/RM(Rural)

6. Due to the absenteeism of operational staff particularly during the summer season, Traffic Deptt. shall look into the scheduling particularly on Saturdays and put up the proposal to CMD.

(Action:CGM(Traffic/Dy.CGM(Traffic)

7. CGM(O)/CGM(Trg.) should look into the current training programmes organized by UTCS, GNCTD for training of crew. He shall take up the matter with UTCS for exemption of Operational staff of DTC from such programmes in future as this is making shortage of Operational staff and consequently affecting the out-shedding of buses.

(ActionCGM(O)/CGM(Trg.)

8. All transfer/relieving /posting orders shall be made through H.R.Module.

(Action:All Dy.CGMs/ RMs/DMs/MS-I & MS-II)

9. It was informed that engagement of Drivers on short terms contract is opened for 3 months. All DMs/RMs shall make all out efforts to give due publicity in the Depots and inviting applications from the eligible persons and forward such applications to PLD immediately.

(Action:Dy.CGM(P)II/RMs/DMs)

- ✓ 10. Dy.CGM(Civil) shall put up the status note regarding shifting of Hqrs. building and also restructuring the existing building to CMD.

(Action:CGM(Civil)Dy.CGM(Civil))

11. The Enforcement staff be deputed by RMs to the Depots to check the early in-shedding of buses.

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

12. RMs/DMs shall get the functioning of GPS fitted in the buses checked and send the status report to Dy.CGM(IT). RM(South) will send complete report to CMD regarding a particular case where the GPS fitted in the bus was not indicating proper information.

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

13. Traffic Deptt. shall co-ordinate with RMs/DMs regarding the route rationalization process. DMs/RMs concerned shall attend the meeting recently scheduled by Traffic Deptt. for this purpose.

(Action:CGM(Tr.)/Dy.CGM(Tr.)All RMs/DMs)

- ✓ 14. PGMS references shall be promptly disposed off in "re-opened cases". In such cases, the reply should contain the details and if necessary, the relevant provisions of DRTA (Regulations) Rules etc. should be quoted. Sr.Mgr.(PGMS)/Nodal Officer shall apprise the CGMs/Dy.CGMs/RMs the log-in and password of PGMS.

(Action:All CGMS/Dy.CGMsRMs/DMs/Sr.Mgr.(PGMS))

- ✓ 15. Dy.CGM(P)I should provide Accountant, Hindi/English Typist to Traffic Deptt. as requested after examining the staff strength in Traffic Deptt.

(Action:All CGMs/All RMs/DMs/Sr.Mgr.(PGMS))

16. It was reported that in a number of Depots, the Disciplinary cases particularly "unauthorized absence cases" are pending since long time. DMs should take appropriate steps for expeditious disposal. RMs should monitor such cases during their visit to the Depots.

(Action:All RMs/DMs)

17. CGM(Admn.) shall examine the number of Sports persons deployed on different Sports and performing few hours duty and few hours for practice. It is surprising to note that even contractual employees are also being allowed for few hours duty. This order be kept in abeyance till a final decision is taken in the matter and till such time all Sports persons be deployed for full duty. While reviewing the earlier order on the subject by Admn. Deptt., age limit for Sports persons be earmarked meaning thereby on attaining the particular age, all such Sports persons will devote themselves to duty instead of Sports.


(Action:CGM(Admn./CGM(O)/All RMs/DMs)

DELHI TRANSPORT CORPORATION
CMDs Secretariat: I.P.Estate:New Delhi - 110 002.

No.CMDDTC/2015/281-294

Dated : 08-05-2015

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


(B.Das)
OSD to CMD 8/5/15

All HODs/CGMs

All Dy.CGMs

All RMs/DMs

Dy.CGM(IT) : with the request to upload the above minutes on DTC website - internal